DOCUMENT RESUME

ED 071 716 LI 004 113

TITLE	Oklahoma Long-Range Program for Library Development for the Fiscal Years 1972 Through 1977.
INSTITUTION	Oklahoma State Dept. of Libraries, Oklahoma City.
PUB DATE	72
NOTE	165p.;(0 References)
EDRS PRICE	MF-$0.65 HC-$6.58
DESCRIPTORS	Evaluation; *Library Planning; *Library Programs; *Library Services; *Objectives; State Libraries; *State Programs
IDENTIFIERS	Library Services and Construction Act; LSCA; Oklahoma; *State Plans

ABSTRACT

The Oklahoma Long-Range plan sets forth the goals and objectives for library development based on identified needs. In some cases these needs are apparent and are based on actual statistics and standards, in others data is absent, incomplete or questionable. In the latter instance, useful data had to be obtained. The primary role of this document has been construed to be setting forth goals which, if realized, would benefit all the citizens of the state in fulfilling their library and library related needs. The state library agency has direct responsibilities for public library development and "special library" development as it is defined in the Oklahoma Statutes. The Statutes define special libraries, as they relate to the state library, as being only those supported in whole or part by public funds, excluding those in schools, colleges, museums and county law libraries. The role of the state agency in relation to academic libraries, school libraries and special libraries other than those defined above is advisory and supportive. (Other State Plans are: LI003985 through 003993, LI003995 through 004004, LI004027 through 004035, LI004038 through 004046, LI004089 through 004094, and LI004112) (Author/NH)

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ED 071716

OKLAHOMA LONG-RANGE PROGRAM FOR LIBRARY DEVELOPMENT

For the Fiscal Years 1972 through 1977

Library Services and Construction Act, as amended by P.L. 91-600

LI 004 113

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October 17, 1972

Miss S. Janice Kee
Library Services Program Officer
U.S. Department of Education
Department of Health, Education
and Welfare
1114 Commerce Street
Dallas, Texas 75202

Dear Miss Kee:

Oklahoma's Long Range Program for Library Development has been reviewed by the Office of Community Affairs and Planning--the State Planning Agency. There is no conflict with the State Comprehensive Plan.

The Long Range Program is endorsed and will be supported by the State of Oklahoma.

Sincerely,

David Hall

DHS:lg

cc: State Library
Governor's Office
OCAP
State Clearinghouse

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OKLAHOMA LONGRANGE PROGRAM FOR LIBRARY DEVELOPMENT

INTRODUCTION

This document has been prepared in compliance with requirements of the Library Services and Construction Act. It was prepared by the staff of the Oklahoma Department of Libraries in consultation with the State LSCA Advisory Council and the U.S. Office of Education. It sets forth the goals and objectives for library development based on identified needs. In some cases these needs are apparent and are based on actual statistics and standards, in others data is absent, incomplete or questionable. In the latter instance, useful data must be obtained.

The primary role of this document has been construed to be setting forth goals, which if realized, would benefit all the citizens of the state in fulfilling their library and library related needs. The state library agency has direct responsibilities for public library development and "special library" development as it is defined in the Oklahoma Statutes. The Statutes define special libraries, as they relate to the state library, as being only those supported in whole or part by public funds, excluding those in schools, colleges, museums and county law libraries.[1] The role of the state agency in relation to academic libraries, school libraries and special libraries other than those defined above is advisory and supportive.

This document is not definitive, nor can it be complete, but is designed as a working guide which is to be periodically revised to help meet the changing library needs of Oklahoma.

[1] 65 O.S. 1971, §1-104

DEVELOPING THE OKLAHOMA LONG-RANGE PROGRAM

The Director and staff of the Department of Libraries are responsible for the written document herein which comprises the Oklahoma Long-Range Program for Library Development under LSCA. It is the culmination of a long history of statewide planning and effort by library interests in Oklahoma. It has been shaped by, and the text incorporates, the expressed concerns of library interests in Oklahoma as communicated to the Department staff in many conferences, both formal and informal, with the following:

Individual librarians and library users.

Members and committees of the Oklahoma Library Association. The Director of the Department regularly attends meetings of the OLA Board of Directors as an officially invited guest. At these meetings, he reports on programs and activities of the Department, answers questions, and receives the advice and comments of the Board.

The Directors of the public library systems provided for in the Oklahoma Library Code. These librarians meet regularly once a month in the Department's State Capitol quarters to discuss common problems and provide input into the Department's plans and programs.

The LSCA Advisory Council. The several LSCA Advisory Committees for Titles III and IV-A did valuable work in surveying needs and developing programs for activities under these titles. The Title III Committee sponsored the Mason Tolman survey which led to the establishment of the Oklahoma Teletype Interlibrary System, which began as a Title III project. The larger LSCA Advisory Council which succeeded these committees under the 1970 Amendments to the Act met twice in the spring of 1971. At these meetings workshops were held on LSCA, its history, the changing nature of the Act, and the requirements for planning. Small group discussions were held on the several titles of the Act. The Annual Program and Basic State Plan FY72 were reviewed in detail and changes resulting from these presentations were made in the Annual Program FY73 and the Long-Range Program herein. Drafts of the Long-Range Program were mailed to the Advisory Council before completion and written comments solicited. During preparation of the Long-Range Program, members of the Advisory Council helped draft specific portions of the Plan, and their assistance is hereby acknowledged with appreciation.

The Library Program Officer for Region VI, U.S.O.E. The Regional Library Program Officer has given freely of her advice and help either in person, or by mail or telephone. A frequent Newsletter (Information Bits) prepared by the Library Program Officer supplements the Program Memoranda and the Policy Memoranda sent out by the Washington Office of the Bureau of Libraries and Learning Resources and offers much advice and suggestions on library plan and program development. The Director of the Department has made frequent trips to Dallas to meet with the Library Program Officer on matters affecting the state plan and programs.

The Governor's Office of Community Affairs and Planning. Special appreciation should be expressed to the excellent staff of the Office of Community Affairs and Planning for their interest in library development statewide and their assistance in the development of this Long-Range Program. The Department has worked closely with this Office to insure that library development in the State is included in the total state planning process and that library interests are not overlooked. Feed-in has been provided to the comprehensive State goals statements being prepared by the OCAP and the Department has been afforded the opportunity to keep abreast of the directions of state level planning for Oklahoma. At the same time, the Department has tried to coordinate library development with the total State plan. The regionalization of library service along the lines of the official substate planning districts has provided impetus to faster development of adequate library services through the efforts of planning district directors and staffs. These administrators are demonstrating great interest in improved local library services in their areas.

The Department Board, who are the official governing body of the Department under State law. Members of the Board were very active in the Libraries Legislative Conference whose study of library needs statewide led to the adoption of the Oklahoma Library Code by the Legislature in 1967.

An interesting part of the planning process was the series of institutes on statewide planning and evaluation sponsored by the U. S. Office of Education featuring the CIPP (Context-Input-Process-Product) methodology for planning and evaluation as advocated by Dr. Daniel L. Stufflebeam of Ohio State University.

The Director of the Department of Libraries attended the Institute on Statewide Planning and Evaluation held in Columbus, Ohio, at the Ohio State University Evaluation Center for one week (October 11 through October 15, 1971), and the Director and the Research Assistant for the Department attended a follow-up meeting in Kansas City, Missouri in April, 1972. As a result of the CIPP institute, the Director of the Department held two workshops on the CIPP method: one for professional and supervisory staff of the Department; and a second for the directors of public library systems at their regular monthly meeting in the Department.

The Director also attended the Philadelphia meeting of the Bureau of Libraries and Educational Technology on their goals, and the Director and Associate Director for Planning and Research were present at the Washington, D. C. Conference held in Arlington, Virginia, February 22-24, on the implementation of the amendea LSCA.

In order to strengthen the Department's capacity to plan, a Research Statistician was added to the staff in the summer of 1971, and a number of background papers prepared on such questions as minority groups in Oklahoma, the aging in Oklahoma and poverty in Oklahoma. Presentations were made at the meetings of the Advisory Council, the library systems, and the Department of Libraries Board. These were based on the 1960 census. Since the new census figures came out, continued statistical studies have been prepared on these and related topics.

Coordinated planning for library services statewide has been made possible by the widely representative membership of the LSCA Advisory Council, and the close working relationships existing between the Department of Libraries and other state agencies, such as the State Department of Education, the Board of Regents for Higher Education, the Rehabilitative Services Division of the State Department of Institutions, Social Welfare, and Rehabilitation, and the Department of Corrections.

A list of the present LSCA Advisory Council members follows.

LSCA ADVISORY COUNCIL
(Library interest shown in parentheses)

Mr. Lee Brawner (Metropolitan libraries)
Oklahoma County Libraries
3rd and North Robinson
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Mr. Ralph H. Funk, Director (Non-voting)
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P. O. Box #53344
Oklahoma City, Oklahoma 73105

OVERALL GOALS FOR OKLAHOMA LIBRARIES

This overall statement is designed to set forth those needs shared by all and to highlight the needs of special groups, regardless of the type of library which primarily serves them.

1. To provide adequate library service to all the citizens of Oklahoma.

2. To satisfy the needs of those persons presently receiving library service by informing them of other services and information available which they have not yet identified.

3. To identify and reach those persons who, though capable of it, are not presently using library facilities available to them, through public information efforts, and by broadening the scope of services to make the library more relevant to them.

4. To reach persons with barriers to the use of libraries such as economically or geographically disadvantaged, racial minorities, the aged, institutionalized, handicapped and others still to be identified, through continuing education of library staff, innovative program development, alternative delivery systems and specially designed public information programs.

5. To give special attention to making library services available and meaningful to children through special and unique programs, materials development, attention to early childhood education, and coordination of planning among those institutions which serve children.

6. To improve access to library collections through improved bibliographic methods.

7. To develop standards for the accessibility of publicly supported library services to all users in Oklahoma, regardless of user status and library type or size.

8. To develop valid measures of the effectiveness of library services at all levels in Oklahoma.

9. To mobilize the educational and cultural leadership of the State in support of total library service.

10. To increase the quality and quantity of informational materials available to Oklahomans in their libraries by building larger materials collections, by coordinated acquisition of materials, and by shared use of materials.

11. To provide improved reference and information services for Oklahoma citizens.

12. To provide the facilities and equipment needed for relevant and culturally enrichening library service.

OKLAHOMA LIBRARY RESOURCES

1. Library Materials

All Oklahoma libraries are woefully substandard in the basic materials of library service—the books, films, sounding recordings, and other media which constitute the library's stock in trade.

a. Public Libraries

To project the library materials holdings, personnel, and facilities which would be required to meet the goals for public libraries adopted by the Oklahoma Library Association, (page 24.1), the eleven substate planning districts have been taken as hypothetical library systems service areas and the Oklahoma standards applied to this model (page 24.3). This permits an estimate of total state needs based on the concept of public library systems, and it is apparent that Oklahoma's public libraries fall considerably short of the Oklahoma standards, and to a larger degree of the ALA standards.

By Oklahoma standards, public libraries in the eleven planning districts should have 6,749,219 books. At the end of fiscal year 1971, public libraries reported holdings of only 3,163,796 volumes.

Other media are in such short supply as to be practically nonexistent outside the city-county and multi-county library systems. For example, while ALA standards recommend a minimum of 1,000 motion picture film titles in the basic films collection , only 3 out of 77 unaffiliated public libraries reporting in 1971 had any films at all, for a combined total of 15. Six city-county and multi-county library systems reported a combined total of 616 films in their own collections plus access to 1,226 films in the LSCA funded demonstration collection of the Department of Libraries. This gave a total of 1,842 films to serve the 1,235,237 persons in the combined area of the six systems, compared with the ALA recommendation of 6,000 (a basic collection of 1,000 for each system, plus access to a larger resource collection).

In 1971, public libraries and library systems in Oklahoma reported a combined total of only 30,999 sound recordings in their collections. Over one-third of these (11,603) were in the collection of the Tulsa City-County Library, the only library in

the State which met ALA standards for these materials. Thirty-eight unaffiliated public libraries reported no sound recordings. Collections in 39 unaffiliated libraries ranged from 16 to 1,511 recordings. The six city-county and multi-county library systems reported a total of 19,865 sound recordings in their collections to serve the 1,235,237 persons in their areas, compared with the ALA recommendation of 24,705. Some systems fell farther short than others. An additional 8,409 recordings would be needed to bring the six systems reporting up to ALA standards.

b. Academic Libraries

While the average number of volumes per student full-time enrollment for all Oklahoma academic institutions (47.72) appears to be slightly higher than the U. S. average (42.70), there is great inequality among Oklahoma academic institutions in materials holdings. The lowest figure is 3.65 volumes per student and the highest is 118.61 per student. The above figures are based on an unpublished study by ODL staff compiled from a composite of various sources, some of them conflicting. A valid inventory of materials collections in each Oklahoma academic institution is needed. The same sources show that Oklahoma was below the U. S. average in library expenditures per full-time student enrollment ($58.54) in Oklahoma, against $73.15 for the U. S. A.) An inference might be made from this about the age and quality of the materials collections in Oklahoma academic institutions, but more valid data is needed.

c. School Libraries

Data available indicate that school libraries in Oklahoma, even with ESEA funds, fall short of the State standards regarding expenditures for library materials. The FY71 Annual Report submitted by Oklahoma high school library media centers shows the median per pupil expenditure for materials to be only $3.98. This is considerable less than the State Department of Education standards, which are $5.00 per pupil for the first 200 pupils, but not less than a total materials expenditure of $400; $4.00 per pupil for the next 300 pupils; and $3.00 per pupil for each pupil above 500. This, of course, contrasts sharply with the standard of $40.80 per pupil suggested by the American Association of School Librarians.

d. Institution Libraries

The quantity of books in state-supported institution libraries has risen since 1968, when a survey was made by Department of Libraries staff in planning for the administration of LSCA Title IV-A funds (see page 39.1). At that time, total books reported numbered 51,225. By 1971, the number had increased to 69,344. Considering that an ongoing program of evaluating and weeding out-dated and outworn materials has been an important part of consultant services offered by the Department of Libraries, this shows some real progress.

Nevertheless, the total library materials collections are still far from adequate to serve any kind of rehabilitative purpose. The Institutions Consultant estimates that half of the present holdings comprise material which should be discarded as worn out, damaged, outdated, or of minimal value or interest. Except for materials purchased under the LSCA program, most of the books are gifts, many of little interest or relevance to life today and many with pages missing or otherwise not useful.

At ten books per capita (accepting the American Correctional Association standards as a convenient measure) a total of 107,860 volumes would be needed for the 10,876 residents (year 1971) of state institutions.

With an estimated 35,000 currently useful volumes in the collection, some 72,860 volumes are needed to bring the book collection up to a minimum adequate standard.

Except for limited instructional materials and equipment, media resource such as filmstrips, slides, films and recordings are lacking in the institutions housing adults. Some of these materials are available in the children's institutions.

Still largely unexplored is the need for law materials in Oklahoma's correctional institutions. The Department's Institutional Libraries Consultant and the head of General and Law Reference Services have collaborated in a program to develop photocopy procedures in lieu of loan of law books and in the preparation of lists of basic law materials recommended for institution libraries.

2. Personnel

An inventory of library personnel, including library school graduates, paraprofessionals, and all other staff working in Oklahoma libraries is needed to provide a firm foundation for planning in the areas of recruitment, continuing education, and certification of librarians and to locate potential leadership for library development statewide. This could well be a multi-divisional project of the Oklahoma Library Association in cooperation with the Oklahoma LSCA Advisory Council. There are, however, sufficient data to conclude that Oklahoma has a shortage of library staff sufficient for adequate services, but at the same time, there are few openings for librarians. The persisting underdevelopment of many areas of the state in library structure and organization and the lact of financial support for libraries seem to be sufficient explanation of this paradox.

a. Public Libraries

There were only 60 1/4 library school graduates in full-time equivalents working in Oklahoma public libraries in 1971 according to figures reported to the Oklahoma Department of Libraries. This compares with an estimated 340 which are needed based on the O. L. A. standards applied to the population of the eleven substate planning districts.

Of these 60 1/4 professional librarians, 10 were the only professional staff of as many unaffiliated libraries, with a combined service area population of 167,573. Forty-two were employed by the two city-county libraries (Tulsa and Oklahoma City) and the other 8 1/4 were employed in the six multi-county library systems reporting.

The 1971 figures reported total staff, professional and all other, numbered 636 in full-time equivalents, plus some additional part-time or temporary employees working varying hours. This compares with 1,022 projected to be required for the 11 substate planning districts if the O. L. A. standards are met.

b. Academic Libraries

Librarians working in 32 Oklahoma colleges and universities which reported to the National Center for Educational Statistics had a total of 170.8 librarian staff members in the fall of 1971. Students enrolled for these same libraries numbered 91,710 (F-TE).

Measured by the quantitative standards for four-year and two-year institutions which were used in the National Inventory of Library Needs (American Library Association, 1965), these 32 reporting libraries needed 322 librarians for adequate service.

Using this measure, Oklahoma's academic libraries have only 53% of the needed librarian staff members and an additional 151.2 librarians are needed to work in these academic libraries in the State although there are few vacancies for which funds are budgeted.

c. School Libraries

Again, data are lacking about the number of persons working in school libraries in Oklahoma, and also about the number of school library media centers in operation. However, there are strong indications that qualified personnel are in short supply.

For example, the Summary Report of the President's Task Force on Elementary School Library Media Centers (unpublished) prepared for the Board of the Oklahoma Library Association in March, 1972, states:

"Of the 32.48 per cent of schools which responded with some form of centralized collection, approximately half (53.24%) had personnel certified in the areas of library or audiovisual. However, this must be considered in terms that many of the certified persons served a number of buildings. Those personnel with certification reported a limited number of semester credit hours in audiovisual preparation. The committee felt justified in generalizing that librarians themselves need more preparation in the area of audiovisual materials in order to administer a unified library media program."

3. Facilities

a. Public Libraries

In preparation for the administration of newly authorized funds for Title II LSCA, the Department of Libraries surveyed public libraries in May, 1964, about their library facilities with the following results:

Library buildings (main and branch) -- total	144	
Replies received	101	
No replies	43	
Building considered adequate, or fairly so by the person answering the survey questionnaire	49	
Library officials interested in Federal funds	51	
Library officials who are interested in receiving Federal funds, and who are already planning building construction	15	
Agencies in buildings less than 20 years old	34	(built after 1945)
Agencies in buildings 35 years old or more	30	(built before 1930)
Agencies in buildings 50 years old or more	12	(built before 1915)

Since 1964, twelve projects have been approved for the construction of public library facilities in Oklahoma with LSCA funds. These new and remodeled buildings include a total of 177,500 square feet.

The Department's Construction Consultant estimates that statewide, two-thirds of existing library facilities need to be replaced. A rule of thumb figure based on the Public Library Systems Model on page 24.2 indicates that to meet the needs of Oklahoma citizens approximately 1,411,456 square feet of efficient and well-designed library facilities would be needed.

b. Academic libraries

Using various published reports available, statistics have been compiled showing a total of 3,094,675 square feet devoted to library facilities in Oklahoma's 42 institutions of higher education. This varies by institution with a range of 620 square feet to 232,096.

Again, valid statistical studies need to be brought together which would give figures (1) on an individual institution basis, and (2) projected against total potential student body in the state.

c. School libraries

The North Central Association Standards (1972) for the instructional media program in secondary schools provide the following quantitative measures of adequacy:

> Instructional Materials Center and Equipment. The center shall be attractive, easily accessible, well-lighted, appropriately equipped, and shall accommodate the following proportions of the enrollment at reading stations: In schools enrolling up to 1000 pupils, 8 per cent but not less than 40 pupils. In schools enrolling from 1000 to 1999 pupils, 7 per cent but not less than 80 pupils. In schools enrolling 2000 or more pupils, 5 per cent but not less than 140 pupils. The center shall not be used as a study hall requiring supervision by the professional staff and reducing reading stations to fewer seats than required above. Sufficient work room and storage space shall be provided.

The Standards further state, "The highschool library must be housed in the highschool building."

No published figures are available showing how Oklahoma's secondary school libraries measure up to these standards. However, there are (11/1972) only 161 North Central Accredited highschools in Oklahoma out of a total of 485 highschools in the state. At best, it might be assumed that only one out of every three highschools in Oklahoma has adequate library facilities (or materials, or personnel).

The report of the OLA President's Task Force on Elementary School Library

Media Centers states that 43.79% of their respondents to a 1972 survey showed only classroom collections. Slightly over 13% revealed partial centralization, and centralized collections were found in only 32.48% of the replies. (A total of 902 of the 1,144 elementary school principals surveyed responded.)

STATE LIBRARY AGENCY
INTRODUCTION

The first territorial library agency for Oklahoma was created in 1890 by the First Legislative Assembly of the Territory of Oklahoma. In 1907, upon achieving statehood, the first reference to the Oklahoma State Library appeared in the Session Laws of Oklahoma. This agency for years served, for the most part, as the agency to provide information to state government, particularly law. In 1919, the Legislature created the Oklahoma Library Commission to serve as a state level library support agency. In 1935, the Brookings Institute recommended that the two agencies be combined; this was finally achieved in 1953, giving Oklahoma a comprehensive library agency at the state level. Full recognition of the enlarged status came in 1967 when the Oklahoma Library Code created the Oklahoma Department of Libraries, with all property, services and powers of the former Oklahoma State Library transferred to the new Department.

Thus, this State differs from many in the country which have several state level agencies with diverse responsibilities. Because of centralized administration of services, facilities and materials collection, a broad perspective of needs, goals and objectives for service to all the citizens of Oklahoma is afforded. The same collection, and to a great extent the same personnel, are used to provide library and information services to all. While service to various library user groups is difficult to break out by category, in practice the integrated approach to providing state library services makes possible a more comprehensive and coordinated program.

Our program is based on the philosophy that information, whether in books, serials, audio-visual materials, archives, machine readable data bases or other sources, is the province of libraries and that services derived from these sources are library services. The charge to the state library agency in the Oklahoma Statutes supports this philosophy. The goals and objectives set forth in this Program are based on this thesis.

The Department is organized into four branches, as follows:

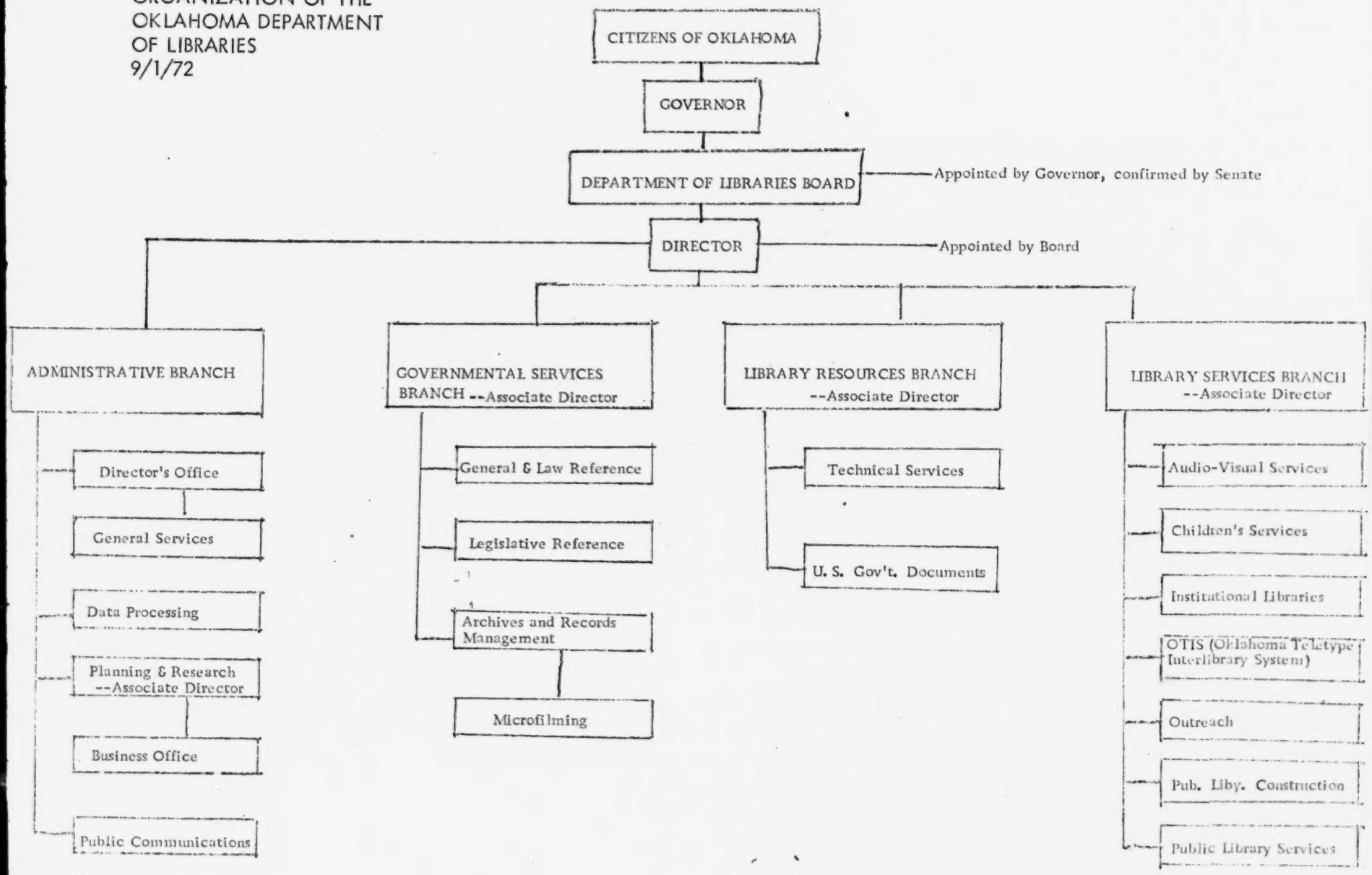
(1) Administrative Branch, with the Director of the Department as head. Within the Branch are the administrative, planning, budgeting, research, public information, data processing, mail, delivery, personnel, and fiscal services of the agency. The Branch is responsible for the development of State plan documents and for reporting to the Office of Education, the Department of Libraries Board, the State Budget Divsion, and other State and Federal officials. It is responsible for LSCA Title III projects involving data processing such as MARC-Oklahoma, and those which involve Title I projects such as the Information Management Program for the Eastern Oklahoma District Library. Interstate cooperative library programs, such as SLICE, have been the primary responsibility of this Branch. Compilation of statistics for public, school, academic and college libraries is the joint responsibility of this Branch and the Library Services Branch.

(2) Governmental Services Branch, under the direction of the Associate Director for Governmental Services. This is the reference and information services branch of the Department. General reference and loan services are provided to other libraries of of the State through OTIS (Oklahoma Teletype Interlibrary System), to state agencies, State officials and employees, and to the Legislature. Special collections include law materials and materials about the Oklahoma Legislature and the legislative process. Law and archival materials are circulated to other libraries throughout the State on interlibrary loan. An index of bills introduced in the Legislature is maintained. The Branch serves as the division with which the official rules and regulations of State agencies are filed. State documents and records are maintained by the Branch.

(3) Library Resources Branch, under the direction of the Associate Director for Library Resources. This Branch is responsible for the organization and maintenance of the major materials collections of the Department - - including books, periodicals and U. S. Government documents. The Branch serves as the processing center for three public library systems in the State and for new demonstration systems as they develop. It is also responsible for cataloging materials purchased for institutional libraries as part of the Department's LSCA Title I program. Materials in the U. S. Government Documents Section are loaned to libraries over the State through OTIS, an LSCA funded project.

(4) Library Services Branch, under the direction of the Associate Director for Library Services. This Branch is responsible for the development of public library facilities and services, for operation of the OTIS interlibrary loan network, for services to institution libraries, and for general public library consultant services. These are all projects under Titles I, II or III of LSCA.

ORGANIZATION OF THE
OKLAHOMA DEPARTMENT
OF LIBRARIES
9/1/72



STATE LIBRARY AGENCY

GOALS FOR THE OKLAHOMA DEPARTMENT OF LIBRARIES

To fulfill its responsibilities as set forth under State and Federal law to serve as "the official library agency of the State and...discharge the responsibilities and exercise the authority of the State with respect to all public and special libraries.[1]" The Oklahoma Statutes charge the agency with the duty both generally and specifically for library services, research and development.[2] The Library Services and Construction Act requires this agency to administer the Act as set forth in its rules and regulations.

SUB-GOALS

1. To assist and supervise the establishment and operation of public library systems to achieve the goals as set forth under that section of this program.

2. To administer a program of state aid for public libraries based on the accreditation of public libraries.

3. To provide consultant and liaison services to the state's public and other libraries as needed.

4. To administer the Library Services and Construction Act under Federal and State regulations.

5. To work with other library components in the State including professional associations and other state agencies with library responsibilities to further interlibrary cooperation and coordination.

6. To develop programs, conduct research, and provide services most feasibly accomplished on a statewide basis, including those for all kinds of libraries.

7. To fulfill its statutory responsibility for special library and informational services

[1] 65 O.S. 1971, §3-101

[2] 65 O.S. 1971, §3-105

to the people in state government agencies.

8. To continue encouragement of and participation in interstate collaborative library efforts.

9. To investigate and participate in applications of technology to libraries, including data transmission through various telecommunications media, microform, the use of data processing hardware and software, audio and video technology and other new scientific developments, and to encourage others to do so.

10. To participate in and encourage investigation of new and/or alternate methods and structures for delivering information and materials to present and potential users.

11. To work towards the obtaining of accurate data and information on library operations in order to insure sound planning.

12. To strengthen the capacity of the state library agency to carry out its responsibilities and to coordinate the functions of all types of libraries.

OBJECTIVES OF THE DEPARTMENT OF LIBRARIES

1. To offer an automated catalog card production service to public library systems from the MARC tapes by July 1, 1973, and to other Oklahoma libraries by July 1, 1977.

Tasks to Accomplish the Objective

(1) Library systems to begin receiving their books directly from publishers and perform the physical processing of their books locally by February 1, 1973.

(2) Concentrating on the professional aspects of technical services, determine what can best be done centrally for the entire State and develop standardized procedures for these services by July 1, 1973.

(3) Begin operation of the MARC-Oklahoma CATCARD project for public library systems by July 1, 1973.

(4) Offer CATCARD services to other Oklahoma libraries by July 1, 1977.

2. To offer library users of the State access to an automated Union Catalog of major holdings in libraries in Oklahoma by July 1, 1977.

Tasks to Accomplish the Objective

(1) Develop preliminary plans for automating the acquisition procedures of the Department by January 1, 1974.

(2) Put the Department's serials holdings in machine-readable form (MARC) with automated control established by July 1, 1974.

(3) Begin catalog card production for the Department's monograph acquisitions from the MARC tapes by July 1, 1974.

(4) Convert the entire ODL holdings to the MARC format and begin production of a microform catalog by July 1, 1976.

(5) By adding holdings of the State's major libraries to the MARC union catalog by July 1, 1977.

3. To strengthen the Department's materials holdings, especially in the areas of its specialization, in order to fulfill its responsibility as one of the major resource centers in the State for the OTIS interlibrary loan network.

Tasks to Accomplish the Objective

(1) Develop staff specialists in all areas of materials selection by subject area responsible for building collections of the Department.

(2) Bring the holdings of the Department up to the standards in the publication Standards for Library Functions at the State Level. This involves securing more funds for purchase of library materials by the Department.

(3) Develop a plan for coordinated acquisition of materials with the other resource libraries of the State.

(4) Establish Oklahoma Documents depositories in the public library systems of the State by July 1, 1974.

(5) Establish centers for the collection of local archives and records in the public library systems of the State by July 1, 1977.

(6) Publish a guide to the use of the archival holdings of the Department by July 1, 1973.

(7) Work with the Governor's Office, the Legislature, and the other State agencies to increase the coverage of deposit of State documents with the Department as required by law.

(8) Begin regular publication of lists of State documents received on deposit by July 1, 1974.

(9) Decide on appropriate classification scheme for Oklahoma documents and add to the Union Catalog in MARC format by July 1, 1977.

(10) Consolidate the Department's holdings physically by July 1, 1974, when the new building will be ready for occupancy.

(11) Identify necessary duplication of Department materials in the State Capitol quarters and new building by July 1, 1974.

4. To strengthen the Department's leadership role in the coordination of library services Statewide among all types of libraries.

Tasks to Accomplish the Objective

(1) Develop and make effective a clearer definition of the Department's responsibility in the area of coordination with the assistance of the LSCA Advisory

Council.

(2) Use the LSCA Advisory Council as the vehicle to achieve effective coordination of programs and projects supported under LSCA with library programs and projects operated by institutions of higher education or local elementary or secondary schools (including those receiving Federal assistance under Title II-A of the Higher Education Act of 1965 and Title II of the Elementary and Secondary Education Act of 1965) and with other public or private library service programs.

(3) Provide opportunities for staff self-development and continuing education in all areas of librarianship.

(4) Add staff specialists in needed areas such as school and academic libraries, meeting the standards for personnel as set forth in Standards for Library Functions at the State Level.

(5) Co-sponsor with the Oklahoma Library Association and other library groups a Governor's Conference on Libraries in the Total Educational Process by late 1973.

(6) Secure larger funding for Title III of the Library Services and Construction Act to make possible funding of local projects involving experimental programs of cooperation among several types of libraries.

5. To strengthen the Department's capability for planning and research.

Tasks to Accomplish the Objective

(1) Develop a model system of statistical data collection and dissemination for all types of libraries designed to be compatible with library statistics collected nationally by July 1, 1973.

(2) Put the library statistical data base in machine readable and manipulable form by July 1, 1974.

(3) Develop a machine readable data base of Oklahoma county and substate planning district information useful in library planning by July 1, 1974.

(4) Develop the skills of the Department's supervisory and planning staff in the practice of management by objective through inservice training and other methods.

(5) Develop valid measures of evaluation for all Department activities and services, using outside consultant help where necessary, by July 1, 1977.

(6) Survey and experiment with methods of evaluating the services of libraries of all kinds in terms of benefits to the user.

6. To conduct an effective public communications program which will disseminate widely the services and programs, policies and procedures, and planning documents of the Oklahoma Department of Libraries; and to assist local libraries in their public communication efforts.

Tasks to Accomplish the Objective

(1) Make the LSCA Longrange Program, Basic State Plan, and Annual Program widely available to all interested persons. The documents will be available through ERIC, will be published in the Oklahoma Gazette as part of the State's administrative Rules and Regulations, and will be publicized in the Oklahoma Librarian, official journal of the Oklahoma Library Association. Copies will be supplied upon request to anyone in Oklahoma who desires them.

(2) Continue publication of the various Department newsletters and others which may be needed, prepare folders and brochures, reports and directories, illustrating the work of the Department.

(3) Offer consultant services to other libraries in the State on public information problems; conduct workshops and institutes on public information methods.

MEASURES OF ACCOMPLISHMENT

1. The following statements of criteria will be used in evaluating the effectiveness of the Department's programs and services:

(1) Standards for adequacy of library services as set forth in the Basic State Plan.

(2) Goals for the State of Oklahoma as developed by the official State planning bodies, the Governor, and the Legislature.

(3) The specific goals, objectives, and tasks set forth in this Longrange Program.

2. Each area of responsibility within the Department will be asked to set forth written goals, objectives, and tasks for each of its activities in the light of the overall goals of the Department, and to establish quantitative measures of work performed. Self-evaluation will be conducted at least annually, resulting in a written report and revised goals, objectives, and tasks for each area.

3. Continuous review and evaluation of the Longrange Program will be carried on during the year by the LSCA Advisory Council and Department staff, resulting in revised goals, objectives, and tasks for the Department.

PUBLIC LIBRARIES

INTRODUCTION

The library profession in Oklahoma became committed to the concept of larger units of service for public libraries no later than 1955 when, as a result of hard work by the Oklahoma Library Association's Library Development Committee, the Legislature passed the Multi-County Library Act which authorized the creation of library units serving more than one county. That same year, staff members of the (then) Oklahoma State Library, and Richard Chapin of the O. U. Library School faculty, a member of the OLA Library Development Committee, toured the State explaining the multi-county idea.

The organization of multi-county public libraries under a single administration was made possible in Oklahoma because county libraries had failed to develop. There were various reasons for the dearth of county libraries, paramount among them being the low population and the low financial support base existing in all but the two metropolitan counties.

This commitment to multi-county library development was reaffirmed by the State association's efforts in securing a special appropriation in 1957 of $27,579 to match the first Federal Library Services Act funds allotted to the State.

In 1960, during the closing days of the Oklahoma Legislative session, the Association succeeded in pushing through a bill calling for a Statewide vote on a proposed amendment to the Oklahoma Constitution which would make it possible to fund multi-county library systems from the county ad valorem tax. The decision not to permit the tax money to be collected and spent for libraries serving a single county (except for Tulsa and Oklahoma Counties) was made after thorough study and debate among the library proponents.

This decision was reaffirmed when the Oklahoma Library Code was drafted by a committee of OLA members, trustees, and other library supporters and pushed through the legislature in 1967. This streamlined the machinery for the establishment of multi-county public library systems, and has resulted in more rapid organization of

systems since the Code was adopted. Organization of the Libraries Legislative Conference Committee which drafted the Code and its final adoption took countless manhours of discussion, debate, and study, lasting over a period of some eighteen months.

The multi-county public library system, under a single administrative body, seems to be for Oklahoma potentially the best delivery system for public library services in terms of efficiency and economy. There are still problem areas of legislation, financing, organization, and operation of multi-county libraries which need investigation and experimentation before maximum service can be provided to Oklahomans.

As of June 30, 1955, there were 21 counties in Oklahoma which had no publicly supported library service, and per capita support averaged 49¢.

As of June 30, 1972, there was one county without a publicly supported public library. Per capita support statewide averaged $1.88 for FY71, while for the counties served by multi-county libraries and city-county libraries (Tulsa and Oklahoma Counties), per capita support was $2.83.

GOALS FOR PUBLIC LIBRARIES IN OKLAHOMA

1. Coverage of the State with public library services which are easily accessible to all.
2. Adequate funding.
3. Adequate staffing.
4. Facilities adequate to house good library services.
5. Improved management for efficient and economical operation.
6. Improved performance in meeting user needs and in reaching non-users.
7. Coordination of services with those of other libraries in the State--academic, school and special.
8. Cooperative projects across state lines where desirable for most efficient delivery of library services.
9. Making public libraries increasingly more relevant to Oklahoma's Indian, Black, and other groups which are isolated from the mainstream either by economic, cultural, physical, or geographic factors. Included are migrant workers, the elderly (Oklahoma's largest minority group), the institutionalized, the physically handicapped, the school dropout, the rural isolated and those living in the disadvantaged areas of the larger cities.

OBJECTIVES OF THE DEPARTMENT OF LIBRARIES

1. To establish multi-county public library systems under the Oklahoma Library Code in all substate planning districts and in all 77 counties by 1977.

Since 1960, when the Constitutional Amendment made it possible for multi-county libraries to be funded locally, 27 counties have organized into multi-county library systems (or metropolitan library systems). All multi-county libraries have been funded during the establishment period by combined State and Federal (LSCA) funds administered by the Department of Libraries and operation of the systems has been supervised by the Department in an initial demonstration period before the tax was voted.

Where it is feasible to vote the tax first and then apply to the Department for an establishment grant, this method will be offered as a desirable alternative.

Timetable for accomplishing this objective.

By June 30, 1973, counties organized into multi-county library districts will number 32.

By June 30, 1974, counties organized into multi-county library districts will number 40.

By June 30, 1975, counties organized into multi-county library districts will number 50.

By June 30, 1977, counties organized into multi-county library districts will number 77.

It is anticipated that at some time during the 5-year period a simultaneous tax election might be held in all counties which have not voted the tax.

2. To remove Constitutional barriers which prevent the development of multi-county library districts which coincide with the substate planning districts.

The Library Amendment (Oklahoma Constitution, Article 10, Section 10-A) stipulates that Oklahoma and Tulsa Counties must spend tax money collected entirely within the county. This prohibits the establishment of consolidated metropolitan library systems including parts of other counties in the metropolitan area, and equally prevents the enlargement of these metropolitan systems to include other counties in the substate planning district.

3. To remove the Constitutional limit on the ad valorem tax which may be voted to support public library systems.

The Oklahoma Constitution, Article X, Section 10-A, provides that the special library tax may be voted in the amount of not less than one nor more than two mills on the assessed valuation of county property.

Although the Oklahoma Library Code stipulates that public library systems may receive funds from other tax sources (such as a city sales tax) when the appropriating body is

willing to grant them, the ceiling on the amount of millage that may be voted effectively limits the growth of services. Furthermore, it is a handicap in designing a state aid formula which includes a local effort factor.

If the local collection and distribution of the special library tax continues, it will be desirable to remove the millage limit.

4. To investigate desirable alternatives to the local collection and distribution of ad valorem taxes for libraries.

If recent court rulings on the collection of ad valorem taxes for educational purposes are held to apply to the special ad valorem taxes for health and library purposes, library supporters will be forced to look to other methods of funding public library systems.

Tasks to Accomplish Objectives Nos. 2, 3, and 4.

(1) Establish liaison with the Oklahoma Commission on Ad Valorem Tax Structure and Public School Finance.

(2) Establish liaison with the State Department of Health, which faces a similar problem in support for the county health units established and funded by the ad valorem tax authorized in the Oklahoma Constitution, Article X, Section 10-B.

(3) Mobilize a Task Force consisting of members of the LSCA Advisory Council, the Oklahoma Department of Libraries Board, and the Oklahoma Library Association's Library Development Committee, to study the problem of financing public library systems and propose feasible and desirable alternatives.

Timetable.

The Commission is expected to make some recommendation to the Legislature during the 1973 session, but it is doubted whether action will be taken before the 1974 session. Therefore, the Library Task Force should be implemented immediately in order

be informed of the progress being made by the Commission.

5. To recruit highly qualified staff to work in Oklahoma libraries.

The quality of staff working in public libraries is corollary to the improvement of public library services.

Tasks to Accomplish the Objective.

(1) Support and strengthen the University of Oklahoma School of Library Science as a potential source of future professional leadership in Oklahoma.

(2) Utilize funds available through the Dorothea Dale Continuing Education for Librarians Fund to provide continuing self-development opportunities for the staff of the Department of Libraries and libraries Statewide, and seek other funds.

(3) The Oklahoma Department of Libraries, library association, and other groups will cooperate in providing continuing education opportunities.

(4) Prepare and disseminate research studies on staffing patterns, salaries, qualifications of staff, and related subjects, to include information on sources of outside funding for library staff purposes and the use of volunteers.

(5) Develop positive human relations programs in public libraries Statewide to create an environment in which library workers can produce the most effective service.

(6) Recruit able persons from minority groups for library positions and provide job opportunities for them.

(7) Establish guidelines for position classification plans and employee personnel policies which will afford reasonable job security and attract able employees and utilize these in accreditation of public library systems by the Department of Libraries.

(8) Develop a certification program for all professional librarians.

6. To seek increased funds, Federal, State, and local, for public library services and construction.

Tasks to Accomplish the Objective.

(1) Seek the maximum appropriation for library services authorized by Congress under the Library Services and Construction Act, all titles.

(2) Support the proposed new title providing special grants for urban libraries to be administered by the state library agency.

(3) Mobilize support for increased state aid for public library systems and develop effective formulas and guidelines for equitable distribution.

7. To mobilize the educational and cultural leadership of the State in support of total library service.

Tasks to Achieve the Objective

(1) To assist with the planning, financing, and co-sponsorship of a Governor's Conference on libraries in the State.

8. To utilize technology in new ways for better bibliographic control, internal operation management, and delivery systems for public library services.

Tasks to Achieve the Objective

(1) To operate an interlibrary loan teletype network for public libraries and other libraries in the State.

(2) To fund an experimental model information management program for the Eastern Oklahoma District Library which may be extended to other public libraries in the State if successful. This program will provide an automated system of bibliographical and circulation control.

9. To identify the special problems of metropolitan and rural libraries in Oklahoma and develop strategies to solve them.

Tasks to Achieve the Objective

(1) To meet with the librarians of the metropolitan and rural systems regularly and consult on their special problems.

(2) Through research, to compile information effecting the metropolitan and rural libraries in Oklahoma and disseminate these findings to the libraries concerned.

10. To make public libraries increasingly more relevant to Oklahoma's Indian, Black, and other groups which are isolated from the mainstream either by economic, cultural, physical, or geographic factors. Included are migrant workers, the elderly (Oklahoma's largest minority group), the institutionalized, the physically handicapped, the school dropout, the rural isolated and those living in the disadvantaged areas of the larger cities.

Tasks to Achieve the Objective

(1) To carry out a series of workshops for local library staffs which will make them more aware of the needs of the disadvantaged in their public.

(2) To carry out a program to encourage libraries in the State to engave in positive human relations programs with their staffs.

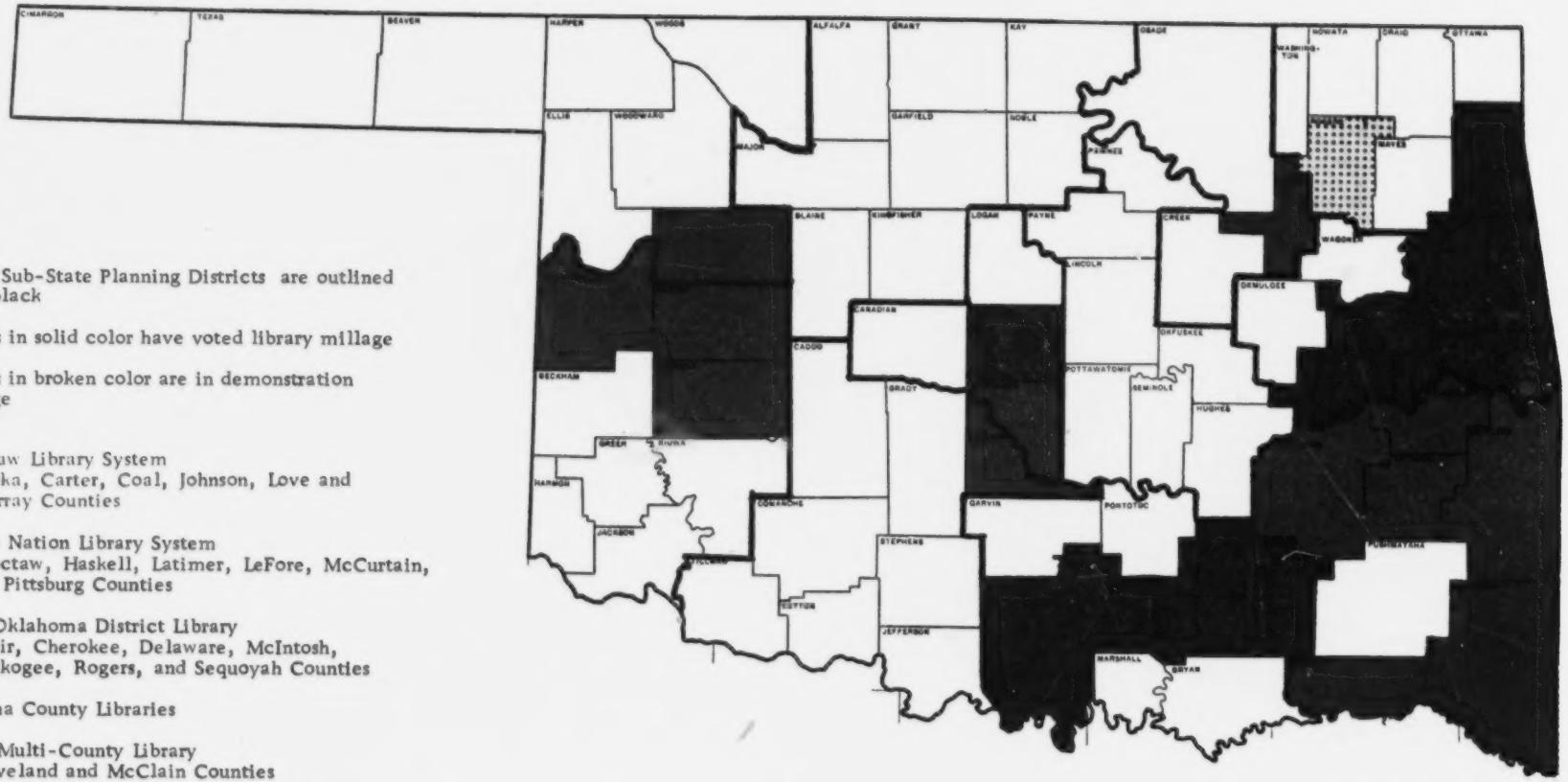
(3) Through experts, consultation services, loan services, research and publications to perform leadership role in improving library services to the disadvantaged.

11. To pursue the development of interstate library service programs and projects which will bring better services to the corners of the State and other border areas which could best be served by the cooperative efforts of several states.

Tasks to Achieve the Objective

(1) To support in every way possible the efforts of the Southwest Interlibrary Cooperative (SLICE) Endeavor.

PUBLIC LIBRARY SYSTEMS IN OKLAHOMA



Official Sub-State Planning Districts are outlined in black

Counties in solid color have voted library millage

Counties in broken color are in demonstration stage

Chickasaw Library System
Atoka, Carter, Coal, Johnson, Love and Murray Counties

Choctaw Nation Library System
Choctaw, Haskell, Latimer, LeFore, McCurtain, and Pittsburg Counties

Eastern Oklahoma District Library
Adair, Cherokee, Delaware, McIntosh, Muskogee, Rogers, and Sequoyah Counties

Oklahoma County Libraries

Pioneer Multi-County Library
Cleveland and McClain Counties

Tulsa City-County Library

Western Plains Library System
Custer, Dewey, Roger Mills, and Washita Counties

ODL/LSB 9/72 A Federal-State Program under the Library Services and Construction Act

OKLAHOMA PUBLIC LIBRARIES GOALS FOR '75

Prepared by the Advisory Committee on Public Library Standards for the Board of the Oklahoma Department of Libraries
April, 1969

WHY HAVE A PUBLIC LIBRARY?

"The public library is a way of escape from the narrow area of our individual lives into the field, finite, no doubt, but unbounded, of the wisdom and experience of all mankind. It is not the only way of escape, but for the majority of us it is by far the widest and the easiest to pass through, thus the one that we should be most careful to keep open and free from impediments.

"For the overwhelming majority, the quickest and easiest access to the world's best thought is through the public library. To maintain this source of information open to all and unpolluted by any self-seeking interest is a task important beyond all computation, not to ourselves alone but to the world."

- Gerald W. Johnson

I. INTRODUCTION

Every citizen has the right to good library service. In Oklahoma many citizens have no library service, while others are receiving minimal service. There are 116 individual public libraries striving to give service to 676,565 people, and six library systems are serving 1,034,650. 617,069 Oklahomans do not have access to public library service at all. A library is not static but grows with the community and with the requests for increased resources and expanding services. The economic growth of the State and the educational development of its citizens are tremendously affected by the library service available. Deprived of the ability to obtain information freely, industry suffers, people wither intellectually, and democracy is ineffective.

Based upon these beliefs and the belief that citizens should have some basis for evaluating the library services available in the State, the following document has been developed to provide a simple, straightforward series of standards for public library service in Oklahoma, which can serve as a supplement to the American Library Association's Minimum Standards for Public Library Systems, 1966.

ADVISORY COMMITTEE ON PUBLIC LIBRARY STANDARDS

Mrs. Allie Beth Martin, Chairman	Director, Tulsa City-County Library System
Ralph H. Funk, Co-Chairman	Director, Oklahoma Department of Libraries
Mrs. Billee M. Day	Librarian, Chickasaw Multi-County Library
Charles Gerlach	Oklahoma Department of Libraries Board
Mrs. Sybil Hall	Choctaw Nation Libraries Board
Miss Jean Harrington	Librarian, Public Library of Enid and Garfield County

(Continued)

ADVISORY COMMITTEE ON PUBLIC LIBRARY STANDARDS (continued)

Miss Esther Mae Henke	Associate Director, Public Services Branch, Oklahoma Department of Libraries
Mrs. Velma Lake	Librarian, Duncan Public Library
William H. Lowry	Librarian, Pioneer Multi-County Library, Norman
Mrs. Elaine Phillips	Oklahoma Department of Libraries Board
Miss Dee Ann Ray	Librarian, Western Plains Library System
Mrs. Irma Tomberlin	Assistant Professor, School of Library Science, University of Oklahoma
Mrs. Betty Lou Townley	Director, Oklahoma County Libraries
William McGalliard, Ex-officio	Chairman, Oklahoma Council on Libraries
Miss Virginia Owens, Ex-officio	President, Oklahoma Library Association; Associate Director for Planning and Research, Oklahoma Department of Libraries
John Bennett Shaw, Ex-officio	Chairman, Oklahoma Department of Libraries Board

OKLAHOMA DEPARTMENT OF LIBRARIES BOARD

John Bennett Shaw, Chairman	Tulsa, Oklahoma
Mrs. Georgia LaMar	Guymon, Oklahoma
Charles Gerlach	Guthrie, Oklahoma
Mrs. Elizabeth Coe	Oklahoma City
Mrs. Elaine Phillips	Oklahoma City
Walter Neustadt, Jr.	Ardmore, Oklahoma
Mrs. Lavena Williams	Coweta, Oklahoma
Ralph H. Funk	Director, Oklahoma Department of Libraries

II. CHART OF ESSENTIAL SERVICES

(1) For all citizens to have access to these services it will be necessary to develop a statewide network of library systems as authorized in the Oklahoma Library Code and including all types of libraries.

(2) Citizens in library systems will have access to all of the services outlined below regardless of size of community.

(3) Citizens in cities and towns with unaffiliated libraries will have access only to the services as outlined for the respective category.

(4) These goals should be continuously revised.

(5) To begin to achieve the following services, these goals for financial[1] support are set: $4.00 per capita for 1969; $5.00 per capita for 1975

TYPE OF LIBRARY	SERVICES	HOURS OF SERVICE	PERSONNEL	COLLECTIONS
I. STATE LIBRARY AGENCY Oklahoma Department of Libraries				
II. MAJOR RESOURCE LIBRARIES Oklahoma County System Tulsa City-County System Provide supporting service for all types of libraries	1-General Library Service (through libraries & bookmobiles) a. Lending for home use b. Community Information Center c. Reading Guidance 2-General Cultural Services a. Programs b. Study Discussion 3-Book Evaluation Center 4-Processing Center 5-Data Processing Services 6-Reference-Resource Center 7-Inter-library Communication Service (Teletype) 8-Photoduplication 9-Inter-library Loan 10-Telephone Information Service 11-Consultant Services 12-In-service training 13-Program Planning 14-Rotating Displays and Exhibits	66 - 72 hours per week (7 days, 4-5 nights)	Total Staff: 1/3 Professional, 1 each 2,500 population including: 1. Professional Librarians a. Administrative Services b. Service for Adults c. Service for Young Adults d. Service for Children e. Extension Service f. Technical Services. 2. Subject Specialists a. Business and Technical b. Fine Arts c. Local History d. Social Science & Urban Studies 3. Library Assistants 4. Clerical and Supporting	1-2 currently useful books per capita of county population. 2-All media[2] 3-Add 1/8 vol. per capita annually 4-Add 1/2 adult non-fiction titles published annually 5-25% of collection juvenile 6-Withdrawals 5% annually 7-Subject strength in assigned areas 8-Selective depository of public documents
III. REGIONAL RESOURCE CENTER Multi-County Systems	1-General Library Service (through libraries & bookmobiles) a. Lending for home use b. Community Information Center c. Reading Guidance 2-General Cultural Services a. Programs b. Study Discussion 3-Book Evaluation Center 4-Inter-Library Communication Service 5-Photoduplication 6-Inter-library Loan 7-Telephone Information Service 8-Consultant Services 9-In-service training 10-Program Planning 11-Rotating displays and exhibits	66 - 72 hours per week (6-7 days, 4-5 nights and Saturday)	Total Staff: 1/3 Professional 1 each 2,500 population including: 1. Professional Librarians a. Administrative Services b. Service for Adults c. Service for Young Adults d. Service for Children e. Extension Service f. Technical Services 2. Library Assistants 3. Clerical and Supporting	1-3 currently useful books per capita 2-All media[2] 3-Add 1/6 vol. per capita annually, including 25% new titles published annually 4-25% of collection juvenile 5-Withdrawals 5% annually
IV. CITY AND TOWN LIBRARIES Over 5,000 population	1-General Library Services a. Lending for home use b. Community Information Center	30 - 60 hours per week If over 25,000 pop. -	Staff: 1 each 2,500 population 1. Professional librarian in charge	1-3-4 currently useful books per capita 2-All media[2], except films

City, town and community libraries in public library systems have access to all these services

service for all types of libraries	3-Book Evaluation Center 4-Processing Center 5-Data Processing Services 6-Reference-Resource Center 7-Inter-library Communication Service (Teletype) 8-Photoduplication 9-Inter-library Loan 10-Telephone Information Service 11-Consultant Services 12-In-service training 13-Program Planning 14-Rotating Displays and Exhibits		1. Technical Services. 2. Subject Specialists a. Business and Technical b. Fine Arts c. Local History d. Social Science & Urban Studies 3. Library Assistants 4. Clerical and Supporting	6-Withdrawals 5% annually 7-Subject strength in assigned areas 8-Selective depository of public documents
III. REGIONAL RESOURCE CENTER Multi-County Systems	1-General Library Service (through libraries & bookmobiles) a. Lending for home use b. Community Information Center c. Reading Guidance 2-General Cultural Services a. Programs b. Study Discussion 3-Book Evaluation Center 4-Inter-Library Communication Service 5-Photoduplication 6-Inter-library Loan 7-Telephone Information Service 8-Consultant Services 9-In-service training 10-Program Planning 11-Rotating displays and exhibits	66 - 72 hours per week (6-7 days, 4-5 nights and Saturday)	Total Staff: 1/3 Professional 1 each 2,500 population including: 1. Professional Librarians a. Administrative Services b. Service for Adults c. Service for Young Adults d. Service for Children e. Extension Service f. Technical Services 2. Library Assistants 3. Clerical and Supporting	1-3 currently useful books per capita[2] 2-All media[2] 3-Add 1/6 vol. per capita annually, including 25% new titles published annually 4-25% of collection juvenile 5-Withdrawals 5% annually
IV. CITY AND TOWN LIBRARIES Over 5,000 population If unaffiliated, these services only would be available.	1-General Library Services a. Lending for home use b. Community Information Center c. Reading Guidance 2-General Cultural Services a. Programs b. Study Discussion 3-Program Planning 4-Publicity, displays 5-Inter-library Loan 6-Photoduplication 7-Telephone Information Service	30 - 60 hours per week If over 25,000 pop. - 66-72 hours per week 6-7 days, 4-5 nights 5,000-25,000 pop. - 5 days with 2 evenings and Saturday	Staff: 1 each 2,500 population 1. Professional librarian in charge 2. Library assistants 3. Clerical and supporting staff 4. If over 25,000 population, add two professional librarians a. Reference librarian b. Children's librarian	1-3-4 currently useful books per capita[2] 2-All media[2], except films 3-Add 1/3 vol. per capita annually 4-25%-30% juvenile 5-Withdrawals 5% annually
V. COMMUNITY LIBRARIES 2,000-5,000 population towns under 2,000, branches of systems, or served by bookmobiles. If unaffiliated, these services only would be available.	1-General Library Services a. Lending for Home Use b. Ready-Reference c. Reading Guidance 2-Publicity, displays 3-Telephone Information Service 4-Inter-library Loan	At least 20 - 30 hours per week	Staff: 1 each 2,500 population 1. Library Assistants 2. Clerical and Supporting Staff	1-At least 10,000 currently useful volumes 2-Popular reading 3-Rotating Collection 4-Records 5-General Magazines 6-Add 1/2 book per capita annually 7-1/3 juvenile 8-Withdrawals 5% annually

[1]FINANCIAL SUPPORT - Goals based on per capita support are based on maximum local effort, plus state aid, and state equalization funds plus Federal funds. Also, the State Department of Libraries must be adequately funded to meet its goals as set forth in the Standards and to free Federal funds now being used for the operation of the State Department of Libraries.

[2]ALL MEDIA - The full range of materials: Books, magazines, newspapers, pamphlets, government documents, films, records, microfilm, tapes, slides, exhibits, pictures. For quantitative standards for all media except books, see Minimum Standards for Public Library Systems, 1966.

III. WHY FREE PUBLIC LIBRARIES? PURPOSES AND FUNCTIONS

Informational, educational and cultural services to all people of all ages are the prime functions of the public library. These will be economically feasible only through a statewide network of public library systems. Such a concept includes cooperation among all types of libraries: public, school, college and university and special.

A. THE LIBRARY IS THE INFORMATION CENTER OF ITS SERVICE AREA:

- multi-county area	With a maximum travel time of
- county	15 minutes for urban areas and
- city or town	30 minutes for rural areas
- trade area	

IT PROVIDES OR LOCATES INFORMATION:

1. FROM ALL TYPES OF MATERIALS IN AND OUT OF THE LIBRARY

Books	Microfilm	Talking Books
Pamphlets	16 mm. Sound	Exhibits
Magazines	Filmstrips	Pictures
Newspapers	Tapes	Documents
Film	Phonorecords	Vertical File Materials

And through bibliographic resources, directories, indexes, and catalogs.

2. FROM OTHER RESOURCES OUTSIDE THE LIBRARY

   a. Other libraries
   b. Other community agencies and individuals
   c. Through the Oklahoma Teletype Interlibrary System (OTIS) directly and indirectly -
      1. Oklahoma Department of Libraries
      2. Oklahoma major resource libraries
      3. Regional bibliographic centers
      4. Library of Congress - other scholarly libraries and resource centers.

3. INFORMATION IS PROVIDED

   a. In person through librarian - assistance for patron
   b. In print for use in and out of the library
   c. Through copy service (photoduplication)
   d. By telephone
   e. Through delivery and by mail for the handicapped, blind and shut-in.

4. FACILITIES PROVIDED FOR INFORMATION SERVICES

   a. Individual patrons - A library (central, branch, or bookmobile within fifteen to thirty minute drive for all people.)

4. FACILITIES PROVIDED FOR INFORMATION SERVICES (continued)

   b. Group facilities - meeting rooms, seminar and study rooms for informational programs, conferences, discussion groups, storyhours.

5. STAFF - UNDER THE DIRECTION OF PROFESSIONAL LIBRARIANS AND INCLUDING SPECIALISTS

   The staff provides instruction in the use of library resources and its services for individuals and groups through:
   a. Tours and seminars
   b. Informational brochures
   c. The news media

6. MAJOR EMPHASIS IS ON SERVICE FOR THE INDIVIDUAL LIBRARY USER, whether connected with business and industry, governmental agencies, research, civic and community services, educational or cultural interests.

B. THE LIBRARY IS A CENTER FOR EDUCATIONAL AND CULTURAL RESOURCES OF THE SERVICE AREA

1. PRIMARY:
   For adults and children using all materials, facilities, and staff mentioned above. Also, cultural programs, listening facilities, pictures for home or office, book lists, and instruction in the use of the library.

2. SUPPLEMENTARY RESOURCE FOR:
   a. Schools
   b. Colleges and universities
   c. Museums
   d. Churches
   e. Other institutions
   f. Other civic and cultural groups which may rely on the library for -
      1. Materials (books, etc.)
      2. Facilities - small auditorium, meeting and conference rooms
      3. Instruction in public library use, including group visits.

IV. LIBRARY COLLECTIONS
(Excerpted from Interim Standards for Small Public Libraries, 1962)

A. Every library should have a written statement of policy covering the selection and maintenance of its collection of books and of non-book materials.

B. Material added to the collection should meet high standards of quality in content, expression and format and should meet the needs and interests of the individual community.

C. The library collection should provide opposing views on controversial topics.

IV. LIBRARY COLLECTIONS (continued)

D. The character and emphasis of the collection in a community library should be influenced by the existence of other library collections in the community and area.

E. Selections of materials for the library should be determined by usefulness and should not be limited by format.

F. All materials in a community library should be actively used.

G. Regardless of the size of a community, its library should provide access to enough books to cover the interests of the whole population.

H. The community library should have a sufficient number of standard reference books to supply information most frequently needed.

I. Materials in the library should be organized following an easily understood standard style of indexing and shelf arrangement to facilitate use of the collection by the public and the staff.

V. STRUCTURE AND GOVERNMENT OF LIBRARY SERVICE

A. Libraries should be organized under the Oklahoma Library Code, or if unaffiliated, under other provisions of State law.

B. Organization of the library board, service and personnel policies and procedures, and financial records and accounting for all libraries and library systems should meet all requirements of State law and local ordinances and Federal law when Federal funds are involved.

C. All public libraries should report annually to the appropriate governmental bodies, including city councils, boards of county commissioners, State Examiner and Inspector's Office, and the Oklahoma Department of Libraries.

D. Trustees shall be appointed on the following basis:

1. Members of the board of trustees will be chosen for their value to the citizens, government and library in interpreting the need of the community, the will of the government, and the policies of the library.

2. Provisions will be made for definite staggered terms and for retirement of members of the board to insure new thinking and fresh approaches.

3. The functions of the library board and of the library director should be clearly differentiated. The library board is the policy making or the legislative body and the library director is the administrative officer.

4. The library boards of all public libraries should adopt by-laws for their own government and should develop, with the assistance of the librarian, written statements of goals for the library and policies, including book selection, service and personnel. The library's statement of goals should include a plan for achieving "Goals for 1975".

V. STRUCTURE AND GOVERNMENT OF LIBRARY SERVICE (continued)

5. Board members should be members of state, regional and national library associations and should be encouraged to attend professional library meetings and conferences. Their presence is essential at board meetings, and at regional and state meetings of trustees. Consistent failure to attend meetings is adequate reason for replacement.

VI. PHYSICAL FACILITIES

(SEE INSERT NEXT PAGE)

VII. PERSONNEL

The library must have adequate and competent personnel to render effective service. The library's unique function of serving as the one unbiased, nonpartisan source of information for all the people calls for personnel of the highest competence and integrity. The selection of qualified staff members, as well as the organization and conditions under which they work, are basic considerations in an institution dedicated to public service, and every possible technique and approach should be used to attract qualified people to the library profession.

ADEQUATE PERSONNEL TO MEET THESE GOALS WILL DEPEND ON:

1. Availability of additional graduate librarians.

2. Continuous in-service training for all levels of library employees.

3. Sufficient broad-based funding to provide salaries which are competitive with other states.

To meet these needs a concentrated program sponsored jointly by the Graduate Library School at the University of Oklahoma and the State Department of Libraries will be required.

VI. PHYSICAL FACILITIES

GUIDELINES FOR DETERMINING MINIMUM SPACE REQUIREMENTS[1]

Population Served	Shelving Space: Size of Book Collection	Shelving Space: Linear Feet of Shelving[2]	Shelving Space: Amount of Floor Space	Reader Space	Staff Work Space	Estimated Additional Space Needed[3]	Total Floor Space
Under 5,000	10,000 vol. plus 4 bks. per capita for pop. over 3,500	1,300 linear ft. Add 1 ft. of shelving for every 8 bks. over 10,000	1,000 sq. ft. Add 1 sq. ft. for every 10 bks. over 10,000	Min. 500 sq. ft. for 16 seats. Add 5 seats per M over 3,500 pop. served at 30 sq. ft. per reader space	300 sq. ft.	1,000 sq. ft.	3,000 sq. ft. or 0.7 sq. ft. per capita, whichever is greater
5,000-9,999	20,000 vol. plus 4 bks. per capita for pop. over 5,000	2,500 linear ft. Add 1 ft. of shelving for every 8 bks. over 20,000	2,000 sq. ft. Add 1 sq. ft. for every 10bks. over 20,000	Min. 700 sq. ft. for 23 seats. Add 4 seats per M over 5,000 pop. served at 30 sq. ft. per reader space	500 sq. ft. Add 150 sq. ft. for each full time staff member over 3	1,000 sq. ft.	4,200 sq. ft. or 0.7 sq. ft. per capita, whichever is greater
10,000-24,999	40,000 vol. plus 4 bks. per capita for pop. over 10,000	5,000 linear ft. Add 1 ft. of shelving for every 8 bks. over 40,000	4,000 sq. ft. Add 1 sq. ft. for every 10 bks. over 40,000	Min. 1,200 sq. ft. for 40 seats. Add 4 seats per M over 10,000 pop. served at 30 sq. ft. per reader space	1,000 sq. ft. Add 150 sq. ft. for each full time staff member over 7	1,800 sq. ft.	8,000 sq. ft. or 0.7 sq. ft. per capita, whichever is greater
25,000-49,999	75,000 vol. plus 3 bks. per capita for pop. over 25,000	9,315 linear ft. Add 1 ft. of shelving for every 8 bks. over 75,000	7,500 sq. ft. Add 1 sq. ft. for every 10 bks. over 75,000	Min. 2,250 sq. ft. for 75 seats. Add 3 seats per M over 25,000 pop. served at 30 sq. ft. per reader space	1,500 sq. ft. Add 150 sq. ft. for each full time staff member over 13	5,250 sq. ft.	16,500 sq. ft. or 0.6 sq. ft. per capita, whichever is greater
50,000 and up	100,000 vol. plus 2 bks. per capita for pop. over 50,000	6,250 linear ft. Add 1 ft. of shelving for every 8 bks. over 100,000	10,000 sq. ft. Add 1 sq. ft. for every 10 bks. over 100,000	Min. 4,500 sq. ft. for 150 seats. Add 3 seats per M over 50,000 pop. served at 30 sq. ft. per reader space	3,000 sq. ft. Add 150 sq. ft. for each full time staff member over 20	10,000 sq. ft.	27,500 sq. ft. or .55 sq. ft. per capita, whichever is greater

1/ Based on Interim Standards for Small Public Libraries, 1962 - updated to provide space for books and personnel recommended in Oklahoma "Goals for 1975". For estimates of building and furniture costs, consult the annual architectural issue of the Library Journal (Dec. 1). For additional standards on the nature and quality of the building, see ALA Minimum Standards for Public Library Systems, 1966.

2/ A standard library shelf equals 3 linear feet.

3/ Space for circulation desk, heating and cooling equipment, multipurpose room, stairways, janitors' supplies, toilets, etc. as required by community needs and the program of library services.

OKLAHOMA PUBLIC LIBRARY SYSTEMS MODEL

Based on Substate Planning Districts

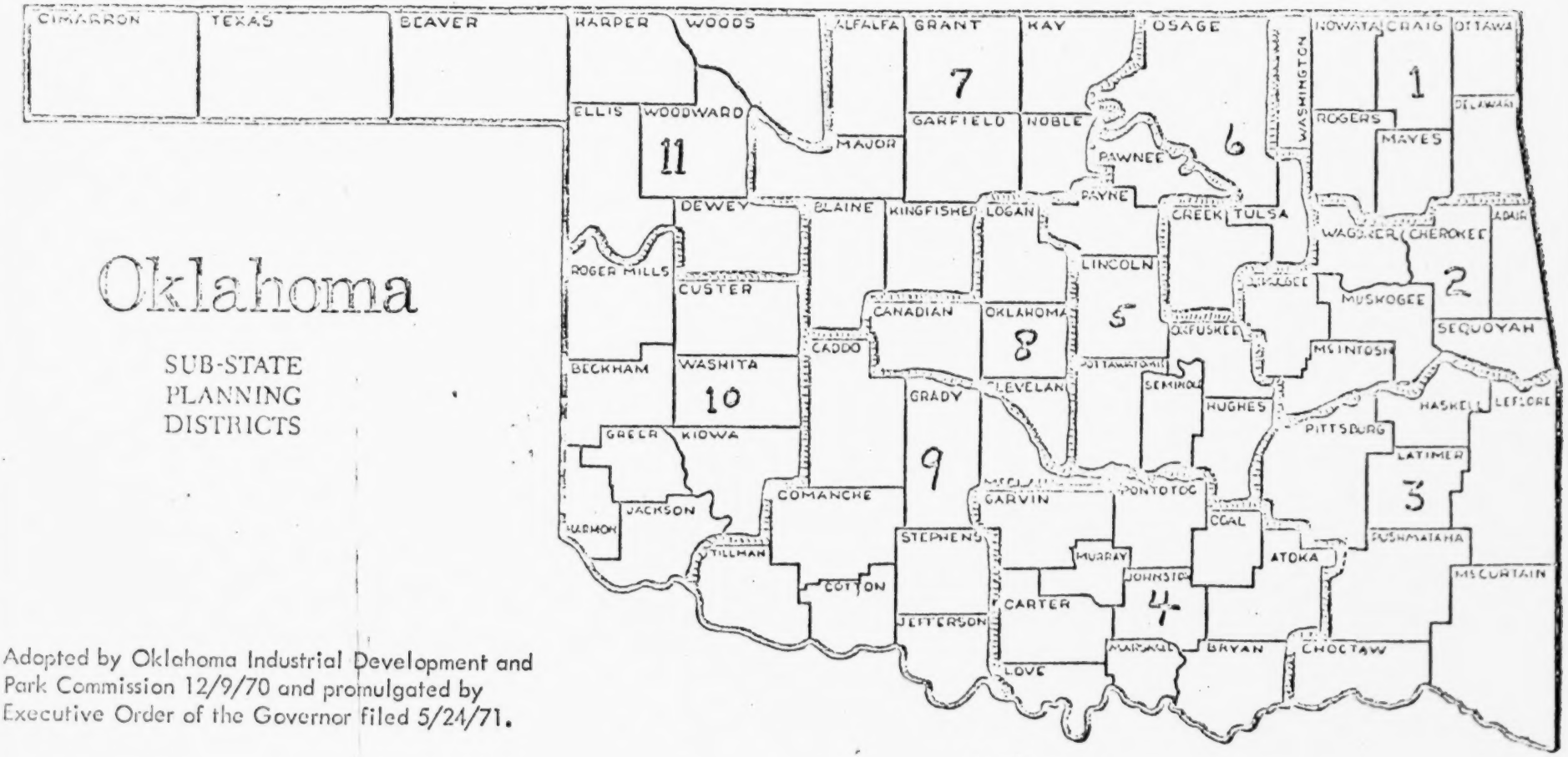
Planning District	Population of District	Books @ 3 per capita*	Shelving @ 1 sq. ft. per ea. 10 bks.	Staff @ 1 for ea. 2500 population	Staff work space @ 150 sq. ft. per person	Reader seats @ 3 for ea. 1,000 pop.	Reader space @ 30 sq. ft. per reader	Subtotal sq. ft. 3/4 of total	Est. additional space needed bldg. maint.	Total Bldg. space needed (sq. ft.)
District #1	166,066	498,198	49,819	66	9,900	498	14,940	74,659	24,886	99,545
District #2	191,220	573,660	57,366	76	11,400	574	17,220	85,986	28,662	114,648
District #3	141,005	423,015	42,302	56	8,400	423	12,690	63,392	21,131	84,523
District #4	163,997	491,991	49,199	66	9,900	492	14,760	73,859	24,620	98,479
District #5	173,663	520,989	52,099	69	10,350	521	15,630	78,079	26,026	104,105
District #6	476,945	1,029,172*	102,917	191	28,650	1,431	42,930	174,497	58,166	232,663
*Tulsa County	401,663	(803,326)								
Remainder of District	75,282	(225,846)								
District #7	160,720	482,160	48,216	64	9,600	482	14,460	72,276	24,092	96,368
District #8	660,534	1,454,797*	145,480	264	39,600	1,982	59,460	244,540	81,513	326,053
*Okla. City-County	526,805	(1,053,610)								
Remainder of District	133,729	(401,187)								
District #9	243,346	730,038	73,004	97	14,550	730	21,900	109,454	36,485	145,939
District #10	111,561	334,683	33,468	45	6,750	335	10,050	50,268	16,756	67,024
District #11	70,172	210,516	21,052	28	4,200	211	6,330	31,582	10,527	42,109
	2,559,229	6,749,219	674,922	1,022	153,300	7,679	230,370	1,058,592	352,864	1,411,456

*Tulsa City-County and Oklahoma County Library Systems standard 2 books per capita.
Other Regional Planning Districts figured at 3 books per capita. Remainder of district that includes Oklahoma City or Tulsa was figured on 3 books per capita.

Compiled 3/29/72. Needs estimates based on Oklahoma standards (Oklahoma Public Libraries: Goals for '75).

Oklahoma

SUB-STATE
PLANNING
DISTRICTS



Adopted by Oklahoma Industrial Development and Park Commission 12/9/70 and promulgated by Executive Order of the Governor filed 5/24/71.

AUDIO-VISUAL HOLDINGS OF OKLAHOMA PUBLIC LIBRARIES FY71

From Annual Reports to Oklahoma Department of Libraries

Unaffiliated Public Libraries	Recordings	Films	Filmstrips
Ada Public Library	---	---	187
Alva Public Library	396	---	20
Anadarko Public Library	44	---	---
Antlers Public Library	---	---	---
Ardmore Public Library	1,167	6	328
Beaver County Library	---	---	---
Blackwell Public Library	---	---	18
Boise City (Soutar Memorial)	275	---	---
Boley Public Library	---	---	---
Bristow Public Library	---	---	---
Buffalo Public Library	---	---	---
Cherokee City-County Library	---	---	---
Chickasha Public Library	73	---	---
Claremore (Will Rogers Library)	286	---	---
Crescent (Community Library)	175	---	---
Cushing Public Library	845	---	---
Dewey (Herbert F. Tyler Memorial Library)	80	---	---
Duncan Public Library	241	---	---
El Reno Carnegie Library	50	---	---
Elk City Carnegie Library	---	---	---
Enid (Public Library of Enid and Garfield County)	1,381	8	268
Fairfax Public Library	151	---	---
Frederick Public Library	---	---	---
Gage Public Library	---	---	---
Geary Public Library	---	---	---
Granfield Public Library	200	---	---
Guymon Public Library	270	---	---
Hennessey Public Library	---	---	---
Henryetta Public Library	120	1	---
Hinton	32	---	---
Hobart	135	---	---
Holdenville Public Library	---	---	---
Hominy Public Library	130	---	---
Hooker (Olive Warner Memorial Library)	106	---	---
Hugo Public Library	100	---	---
Idabel Public Library	---	---	---
Laverne (Delphian Public Library	---	---	---
Lawton (Carnegie Public Library)	1,511	---	---
Madill City Library	---	---	---
Mangum Public Library	---	---	---
Marlow Public Library	---	---	---
Marshall (Will Rogers Library)	124	---	3

Audio-Visual Holdings of Oklahoma Public Libraries FY71
From Annual Reports to Oklahoma Department of Libraries

Unaffiliated Public Libraries	Recordings	Films	Filmstrips
Medford Public Library	---	---	---
Miami Public Library	---	---	---
Muskogee Public Library	---(1)	---	---
Okeene Public Library	125	---	---
Okemah Public Library	---	---	---
Okmulgee Public Library	177	---	---
Pauls Valley Public Library	---	---	---
Pauls Valley (Garvin County Library)	80	---	---
Pawnee Public Library	163	---	---
Perkins (Thomas Wilhite Memorial)	---	---	---
Perry (Carnegie Public Library)	---	---	---
Ponca City Library	563	---	1
Pryor Public Library	567	---	2
Rush Springs Public Library	---	---	---
Sallisaw City Library	---	---	---
Sapulpa Public Library	522	---	---
Sayre Public Library	124	---	---
Seminole Public Library	---	---	---
Shawnee (Carnegie Public Library)	---	---	---
Shattuck Public Library	16	---	---
Shidler Public Library	---	---	---
Stillwater Public Library	257	---	---
Stroud Public Library	---	---	---
Tonkawa Public Library	100	---	---
Vinita Public Library	---	---	---
Wagoner (Carnegie Library)	137	---	---
Walters Public	---	---	---
Watonga Public Library	---	---	---
Waurika Library	---	---	---
Westville (John F. Henderson Public Library)	---	---	---
Wewoka Public Library	75	---	---
Woodward (Woodward Carnegie)	120	---	---
Wynnewood Public	---	---	---
Yale Public Library	216	---	---
Yukon Public Library	---	---	---
	11,134	15	827

Audio-Visual Holdings of Oklahoma Public Libraries FY71
From Annual Reports to Oklahoma Department of Libraries

Public Library Systems[2]	Recordings	Films	Filmstrips
Chickasaw Library System	1,823	4	47
Choctaw Nation Multi-County Library System	201	---	---
Oklahoma County Libraries	2,420	352	130
Pioneer Multi-County Library	1,318	---	100
Tulsa City-County Library	11,603	244	100
Western Plains Library System	2,500	16[3]	---
	19,865	616	377
TOTAL UNAFFILIATED LIBRARIES AND SYSTEMS	30,999	631	1,204

(1) Reported record holdings but gave no count

(2) Does not include EODL because it had not operated as a system during the entire year and no report was filed.

(3) From NCES Public Library Survey FY71

PERSONNEL WORKING IN OKLAHOMA PUBLIC LIBRARIES FY71
From Annual Reports to Oklahoma Department of Libraries

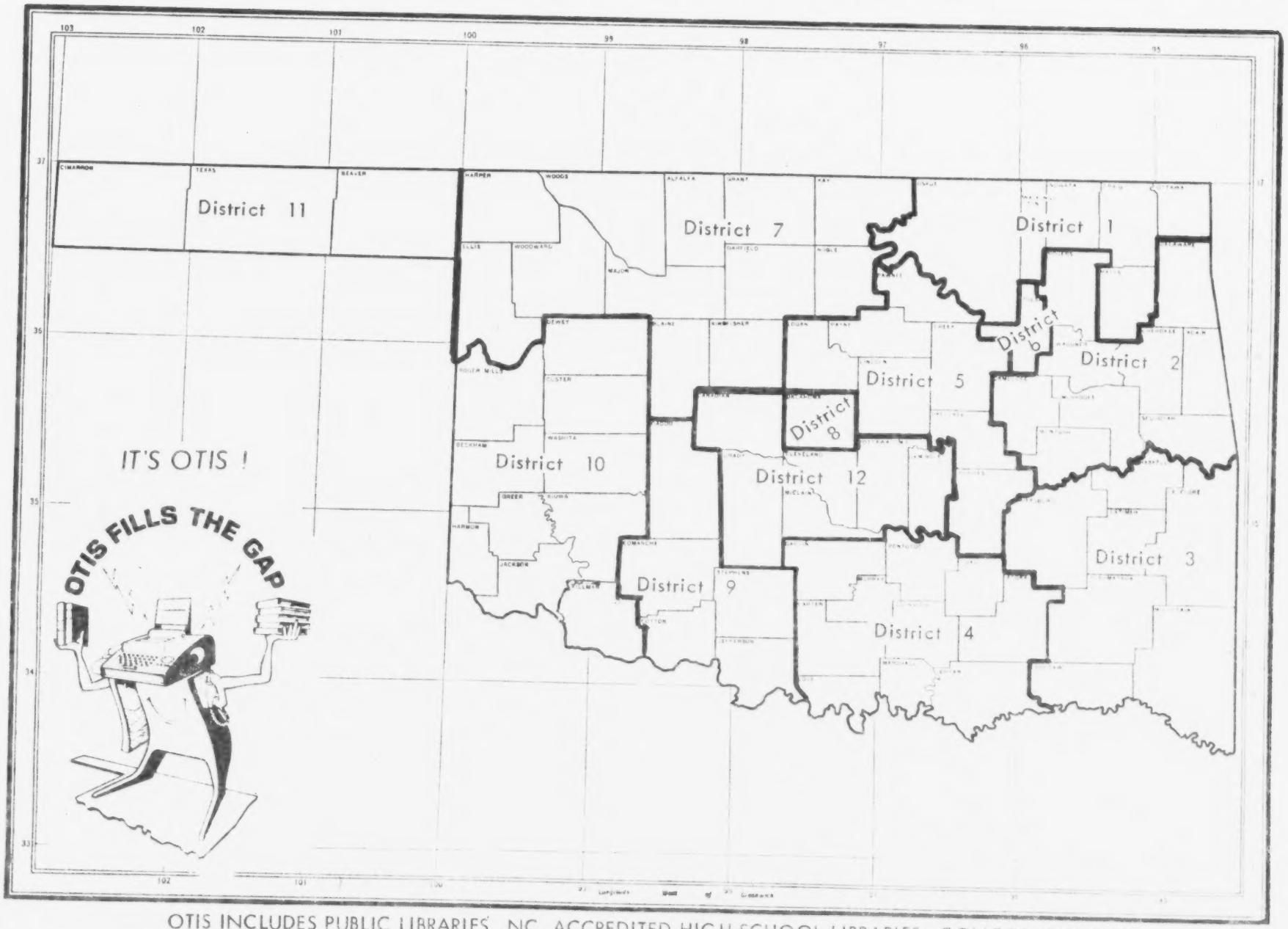
Library	Library School Graduates (F-TE)	Total Staff (F-TE)
Ada Public Library	0	7
Alva Public Library	1	6
Anadarko Public Library	0	4
Antlers Public Library	0	1
Ardmore Public Libraries	0	11 (plus 5 p-t)
Bartlesville Public Library	1	-- (1)
Beaver - Beaver County Library	0	2
Blackwell Public Library	0	7
Boise City - Soutar Memorial Library	0	1
Boley Public Library	0	2
Bristow Public Library	0	2
Buffalo Public Library	0	8
Cherokee City - County Library	0	2
Chickasaw Library System (Atoka, Carter, Coal, Johnston, Love, and Murray Counties, Headquarters - Ardmore)	1	20 3/4
Chickasha Public Library	1	6
Choctaw Nation Library System (Haskell, Latimer, LeFlore, Pittsburg Counties)	1	36
Claremore - Will Rogers Library	0	2
Crescent Community Library	0	1
Cushing Public Library	1	6
Dewey - Herbert F. Tyler Memorial	0	2
Duncan Public Library	1	6
Elk City Carnegie Library	0	3
El Reno Carnegie Library	0	4
Enid - Public Library of Enid and Garfield County	0	18
Fairfax Public Library	0	3
Frederick Public Library	0	5
Garvin County Library - Pauls Valley	0	4
Granfield Public Library	0	2
Guymon Public Library	0	4
Hennessey Public Library	0	2
Henryetta Public Library	0	2
Hinton- Norman Smith Memorial Library	0	1
Hobart Public Library	0	4
Holdenville Public Library	0	2
Hominy Public Library	0	2
Hooker - Olive Warner Memorial Library	0	3
Hugo - Choctaw County Library	0	2
Idabel Public Library	0	2
Lawton Carnegie Public Library	0	11 1/2

Personnel Working in Oklahoma Public Libraries FY71
From Annual Reports to Oklahoma Department of Libraries

Library	Library School Graduates (F-TE)	Total Staff (F-TE)
Madill City Library	0	1
Mangum Public Library	0	2
Marlow Public Library	0	1
Medford Public Library	0	1
Miami Public Library	0	9
Muskogee Public Library	1	12 (plus 5 p-t)
Okeene Public Library	0	1
Okemah Public Library	0	3
Oklahoma County Libraries	23	127
Okmulgee Public Library	0	5
Pauls Valley Public Library	0	2
Pawnee Public Library	0	1
Perkins - Thomas-White Memorial Library	0	1
Perry Carnegie Public Library	0	4
Pioneer Multi-County Library (Cleveland & McClain Counties, Headquarters-Norman)	5 1/4	25
Ponca City Public Library	1	10
Pryor Public Library	0	3
Rush Springs Public Library	0	1
Sallisaw City Library	0	1
Sapulpa Public Library	1	3
Sayre Public Library	1	1
Seminole Public Library	1	2
Shattuck Public Library	0	2
Shawnee Carnegie Public Library	0	7
Shidler Public Library	0	1
Stillwater Public Library	0	8 1/2
Stroud Public Library	0	2
Tonkawa Public Library	0	3
Tulsa City-County Library System	19	152 3/4
Vinita Public Library	0	3
Wagoner Carnegie Library	0	2
Walters Public Library	0	1 1/2
Watonga Public Library	0	4
Western Plains Library System	1	13 (plus 7 p-t)
Westville Public Library	0	1
Wewoka Public Library	0	3
Woodward Carnegie Library	0	3
Wynnewood Public Library	0	2
Yale Public Library	0	1
Yukon Public Library	0	3
Total	60 1/4	636 (plus)

(1) No report.

OTIS DISTRICTS - FIND THE DISTRICT WHICH INCLUDES YOUR COUNTY



OTIS INCLUDES PUBLIC LIBRARIES, NC ACCREDITED HIGH SCHOOL LIBRARIES, COLLEGE LIBRARIES AND SPECIAL LIBRARIES

Transmis ı Site Addresses:

District 1. Bartlesville - U.S. Bureau of Mines
Petroleum Research Center Library
Bartlesville, Oklahoma 74003

District 2. Muskogee - Eastern Oklahoma District Library
801 West Okmulgee
Muskogee, Oklahoma 74401

District 3. McAlester - Choctaw Nation Library System
401 North Second Street
McAlester, Oklahoma 74501

District 4. Ardmore - Chickasaw Library System
22 Broadlawn Village
Ardmore, Oklahoma 73401

District 5. Stillwater - Stillwater Public Library
206 West 6th Street
Stillwater, Oklahoma 74074

District 6. Tulsa - Tulsa City-County Library
400 Civic Center
Tulsa, Oklahoma 74103

District 7. Enid - Public Library of Enid and Garfield County
120 West Maine
Enid, Oklahoma 73701

District 8. Oklahoma City - Oklahoma County Libraries
131 N.W. Third Street
Oklahoma City, Oklahoma 73102

District 9. Lawton - Lawton Public Library
P.O. Box 1128
Lawton, Oklahoma 73501

District 10. Clinton - Western Plains Library System
P.O. Box 627
Clinton, Oklahoma 73601

District 11. Guymon - Guymon Public Library
206 West 5th Street
Guymon, Oklahoma 73942

District 12. Norman - Pioneer Multi-County Library
225 North Webster
Norman, Oklahoma 73069

ODL/LSB 12/72

A Federal-State Program under the Library Services and Construction Act

OKLAHOMA COUNTIES RANKED IN DESCENDING ORDER
BY NUMBER OF FAMILIES BELOW POVERTY LEVEL

RANK	COUNTY	NUMBER OF FAMILIES
1.	Oklahoma	13,058
2.	Tulsa	9,679
3.	Comanche	3,549
4.	Muskogee	3,219
5.	LeFlore	2,532
6.	McCurtain	2,307
7.	Okmulgee	2,163
8.	Pottawatomie	1,989
9.	Carter	1,971
10.	Cleveland	1,857
11.	Creek	1,793
12.	Pittsburg	1,787
13.	Garfield	1,766
14.	Payne	1,721
15.	Sequoyah	1,691
16.	Caddo	1,680
17.	Seminole	1,642
18.	Cherokee	1,619
19.	Adair	1,611
20.	Bryan	1,603
21.	Stephens	1,542
22.	Delaware	1,527
23.	Grady	1,484
24.	Pontotoc	1,477
25.	Kay	1,451
26.	Mayes	1,427
27.	Jackson	1,413
28.	Choctaw	1,341
29.	Garvin	1,325
30.	Ottawa	1,194
31.	Rogers	1,160
32.	Hughes	1,088
33.	Wagoner	1,063
34.	Osage	1,050
35.	Lincoln	1,017
36.	Beckham	1,000
37.	Okfuskee	963
38.	Washington	962
39.	Pushmataha	952
40.	McIntosh	900
41.	Custer	879
42.	Logan	869
43.	Canadian	842
44.	Atoka	810
45.	Kiowa	779

RANK	COUNTY	NUMBER OF FAMILIES
46.	Tillman	722
47.	Haskell	715
48.	McClain	676
49.	Craig	674
50.	Latimer	656
51.	Johnston	654
52.	Blaine	637
53.	Washita	581
54.	Nowata	579
55.	Murray	560
56.	Pawnee	555
57.	Greer	510
58.	Coal	499
59.	Marshall	488
60.	Jefferson	487
61.	Woods	451
62.	Kingfisher	445
63.	Texas	440
64.	Woodward	428
65.	Noble	418
66.	Love	404
67.	Cotton	351
68.	Major	344
69.	Harmon	324
70.	Grant	300
71.	Dewey	292
72.	Alfalfa	275
73.	Harper	253
74.	Ellis	212
75.	Roger Mills	203
76.	Beaver	195
77.	Cimarron	125

STATE TOTAL	102,210
Median number of families per county	952
Average number of families per county	1,327

Source: U.S. Bureau of the Census, Census of Population: 1970, General Social and Economic Characteristics, PC(1)-C38 Oklahoma, Table 124.

Pl & Res
ODL 6/5/72

OKLAHOMA COUNTIES RANKED IN DESCENDING ORDER

BY PERCENTAGE OF FAMILIES BELOW POVERTY LEVEL

RANK	COUNTY	PERCENTAGE
1.	Adair	41.7%
2.	Pushmataha	36.9
3.	Okfuskee	34.6
4.	Coal	34.0
5.	Choctaw	33.4
6.	McCurtain	31.6
7.	Delaware	30.8
8.	Johnston	30.8
9.	Latimer	29.8
10.	Atoka	29.7
11.	LeFlore	29.2
12.	Hughes	29.0
13.	Sequoyah	28.1
14.	Cherokee	28.0
15.	McIntosh	26.8
16.	Haskell	26.7
17.	Love	25.9
18.	Seminole	24.2
19.	Jefferson	23.6
20.	Greer	23.5
21.	Okmulgee	23.2
22.	Bryan	22.7
23.	Harmon	22.2
24.	Kiowa	22.2
25.	Beckham	22.1
26.	Caddo	22.1
27.	Mayes	22.1
28.	Marshall	21.9
29.	Tillman	21.3
30.	Nowata	20.7
31.	Muskogee	20.5
32.	Blaine	19.9
33.	Pontotoc	19.4
34.	Carter	19.3
35.	Murray	19.1
36.	Garvin	18.9
37.	Lincoln	18.6
38.	Craig	18.3
39.	Grady	18.3
40.	Pittsburg	18.3
41.	Dewey	18.2
42.	Cotton	17.9
43.	Jackson	17.8
44.	Wagoner	17.7

RANK	COUNTY	PERCENTAGE
45.	Harper	17.5
46.	Logan	17.4
47.	Pawnee	17.2
48.	Pottowatomie	17.2
49.	McClain	17.1
50.	Major	16.5
51.	Washita	16.5
52.	Roger Mills	15.6
53.	Custer	15.1
54.	Noble	15.0
55.	Rogers	15.0
56.	Stephens	15.0
57.	Ottawa	14.9
58.	Creek	14.7
59.	Grant	14.6
60.	Comanche	14.3
61.	Woods	14.3
62.	Payne	14.2
63.	Ellis	14.1
64.	Alfalfa	13.4
65.	Kingfisher	12.8
66.	Osage	12.8
67.	Garfield	11.9
68.	Cimarron	11.5
69.	Beaver	11.0
70.	Kay	10.8
71.	Texas	10.3
72.	Woodward	10.3
73.	Canadian	10.2
74.	Cleveland	9.4
75.	Oklahoma	9.4
76.	Tulsa	9.0
77.	Washington	8.2

STATE PERCENTAGE 15.0

Source: U. S. Bureau of the Census, Census of Population: 1970, General Social and Economic Characteristics, PC(1)-C38 Oklahoma, Table 124.

OKLAHOMA COUNTIES RANKED IN DESCENDING ORDER AS TO PER CAPITA INCOME

RANK	COUNTY	PER CAPITA INCOME
1.	Roger Mills	$3,809
2.	Washington	3,466
3.	Tulsa	3,358
4.	Oklahoma	3,288
5.	Kay	2,888
6.	Garfield	2,886
7.	Cleveland	2,859
8.	Texas	2,840
9.	Kingfisher	2,831
10.	Cotton	2,814
11.	Woods	2,751
12.	Cimarron	2,730
13.	Woodward	2,728
14.	Osage	2,720
15.	Beaver	2,698
16.	Canadian	2,664
17.	Stephens	2,609
18.	Alfalfa	2,592
19.	Custer	2,572
20.	Comanche	2,569
21.	Garvin	2,540
22.	Pontotoc	2,500
23.	Creek	2,485
24.	Ottawa	2,482
25.	Harper	2,476
26.	Payne	2,473
27.	Rogers	2,461
28.	Ellis	2,456
29.	Pawnee	2,454
30.	Dewey	2,440
31.	Grady	2,434
32.	Nowata	2,405
33.	Major	2,401
34.	Noble	2,389
35.	Pottawatomie	2,366
36.	Beckham	2,350
37.	Carter	2,345
38.	Washita	2,321
39.	Muskogee	2,306
40.	Wagoner	2,292

RANK	COUNTY	PER CAPITA INCOME
41.	Lincoln	$2,277
42.	Grant	2,268
43.	McClain	2,266
44.	Marshall	2,248
45.	Jackson	2,237
46.	Pittsburg	2,234
47.	Murray	2,188
48.	Mayes	2,184
49.	Harmon	2,178
50.	Blaine	2,175
51.	Craig	2,157
52.	Logan	2,154
53.	Bryan	2,144
54.	Jefferson	2,109
55.	Tillman	2,092
56.	Okmulgee	2,075
57.	Hughes	2,062
58.	Kiowa	2,020
59.	Love	2,018
60.	Greer	1,996
61.	Caddo	1,959
62.	Seminole	1,939
63.	Delaware	1,867
64.	Cherokee	1,845
65.	Choctaw	1,845
66.	Atoka	1,810
67.	LeFlore	1,793
68.	McIntosh	1,759
69.	McCurtain	1,745
70.	Latimer	1,737
71.	Haskell	1,719
72.	Sequoyah	1,710
73.	Coal	1,701
74.	Johnston	1,655
75.	Okfuskee	1,609
76.	Adair	1,572
77.	Pushmataha	1,572

STATE PER CAPITA INCOME	3,269
MEDIAN PER CAPITA INCOME	2,306

Source: U.S. Bureau of the Census, Census of Population: 1970, General Social and Economic Characteristics, PC(1)-C38 Oklahoma, Table 124.

U.S. Bureau of the Census, Statistical Abstract of the United States: 1971. pg.314.

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LIBRARY SERVICES TO THE BLIND AND PHYSICALLY HANDICAPPED

INTRODUCTION

The Oklahoma Library for the Blind and Physically Handicapped has been under the direction of the Department of Institutions, Social and Rehabilitative Services for the past three years. Since that time, additional equipment has been added to the library - new shelving, a print enlarger, rapid tape duplicators, a closed circuit television reader, fourteen tape recorders, and new office furnishings. The number of Oklahoma readers both blind and physically handicapped has increased from less than 2,000 to approximately 3,500.

LSCA funds for library services to the blind and physically handicapped are received by the Oklahoma Department of Libraries. A grant for providing this service is made to the Department of Institutions, Social and Rehabilitative Services.

The Department of Institutions, Social and Rehabilitative Services has developed a program for expanding its services to the blind and physically handicapped within the next five years. The Oklahoma Department of Libraries has attempted to interpret that program on the basis of goals and objectives which coincide with the format used in this document.

GOALS

1. Adequate library service for all the blind and physically handicapped in Oklahoma.

OBJECTIVES

1. To establish Radio Talking Book Service.

   This would provide a very personal service to handicapped persons who cannot read by making available through closed circuit FM broadcast the complete daily newspaper, special books, recipes and helpful household hints.

   This program is scheduled to be operational by FY74. Six to eight new staff

members will be hired for this program. They include: one full-time engineer, one part-time engineer, one full-time programmer, one part-time programmer, one coordinator of volunteer readers, one secretary and one radio talking book serviceman.

It is felt that this service will greatly increase the public's awareness of the needs of those who cannot read because of a physical handicap and will expand total library services to every community throughout the State.

2. To increase the Volunteer Program by hiring two full-time employees by FY73 to coordinate this program. It consists of volunteers both in Tulsa and Oklahoma City, reading on tape and transcribing print books into braille.

3. Through coordinated efforts with the Library of Congress to establish a regional braille center in Oklahoma. This plan would utilize the Oklahoma Library for the Blind and Physically Handicapped as a central depository for braille for the several surrounding states. Partial funding to be secured from the participating states and/or a cooperative arrangement with the Library of Congress by 1975.

4. To provide materials for the blind and physically handicapped lawyers in Oklahoma and throughout the United States by 1974. This would consist of developing a collection of legal materials on tape to be on deposit with the Library for the Blind. Financing for the tapes and supplies to be provided by the American Blind Lawyers Association.

5. Dissemination of information on library services available to the blind and physically handicapped through expansion of the Non-Medical Technical Unit. Rehabilitation teachers and library staff members work in coordination with the supervisory staff in this unit.

6. To increase cooperation with local public libraries by increasing the number of depositories in local public libraries. This requires obraining permission from the local library.

SPECIAL LIBRARIES

INTRODUCTION

As stated previously, the Oklahoma Statutes set forth a definition, for the purposes of State law, of the term special library. With the exception of the specific exclusions mentioned, it would seem that broad responsibilities have been given to the State library agency, including development of special libraries under the jurisdiction of the Federal government which receive public funds. Realistically, the only special libraries over which the State library has any jurisdiction are those in state agencies and institutions, except for the statutory exclusions. The following attempts to set forth desirable goals for all special libraries.

GOALS FOR SPECIAL LIBRARIES

To provide adequate library services and information resources for the users of special libraries and information centers, whether these libraries are in the private or public sector.

SUBGOALS

1. To improve the quality of library services in special libraries through assessment of present staffing, collections, and funding; through inservice training for staff, through collection development and through increased budgets.
2. To call management's attention to desirable standards for personnel.
3. Coordination in collection building, partifulcarly for more expensive materials, shauld be investigated and implemented where feasible.
4. Consideration should be given to inclusion of the holdings of special libraries in union catalogs and lists, present or projected.
5. Invesrigation of the feasibility of establishing a data base of government and private report documents with holdings. If established, consideration should be given to production of aunion list and other possible by-products.
6. Funding requirements for amy special library should be carefully studied in preparation of budgets by the parent agency.

OBJECTIVES OF THE DEPARTMENT OF LIBRARIES

1. To work with special libraries and librarians for improved coordination of resources of all libraries in Oklahoma.

Tasks to perform the objective

(1) To make shared resources possible through operation of a statewide interlibrary loan network utilizing a teletype system.

(2) To provide leadership in library data processing, particularly in the applications of MARC, and provide the products to special libraries in Oklahoma at minimum costs.

2. To cooperate in any way with special library interests and involve them in the Department's planning.

OKLAHOMA INSTITUTION LIBRARIES

OBJECTIVES FOR OKLAHOMA DEPARTMENT OF LIBRARIES

1. Accomplish a budget item for library materials in every state supported institution budget by 1976.

2. Ten (10) books per resident in Oklahoma state supported institution libraries by 1976.

3. Secure a special appropriation for institution libraries from the Oklahoma Legislature to cover essential book stocks, equipment and furnishings, renovation of facilities, and upgrading or establishing of library services by 1976.

4. Provide centralized acquisition cataloging services for materials in all state supported institution libraries by 1976.

5. Develop local staff able to participate in materials selection for institution libraries.

6. Improve the quality of materials selected for institution libraries.

7. Increase the usage of materials by residents of state supported institution libraries.

8. To cooperate with other state agencies in accomplishing the State's responsibility for access to legal materials for those incarcerated.

9. A full-time library worker in every state supported institution by 1976.

TASKS TO ACCOMPLISH THE OBJECTIVE

1. Encourage local librarians to participate more fully in book selection by person-to-person consultant services and workshops.

2. Develop a form for the use of administrative staff to indicate reasons for rejecting library materials proposed for resident libraries.

3. Mobilize a task force for LSCA Council members, plus representatives from the State Mental Health Department and Welfare Department to develop strategies for encouraging administrators to plan for institution libraries.

4. Provide interlibrary loan services through the OTIS network to residents of state supported institutions.

5. To prepare and distribute basic lists of law materials suggested for prison libraries.

6. To increase the awareness of the need for institution library services among OLA members, lay people and the cultural and educational leaders of the State.

7. To increase the awareness of local government of the educational needs of residents of institutions in their geographic areas.

8. To provide adequate law collections, administered by trained personnel in all State correctionall institutions.

9. Continue consultant services in weeding in institution libraries of outdated and obsolete materials.

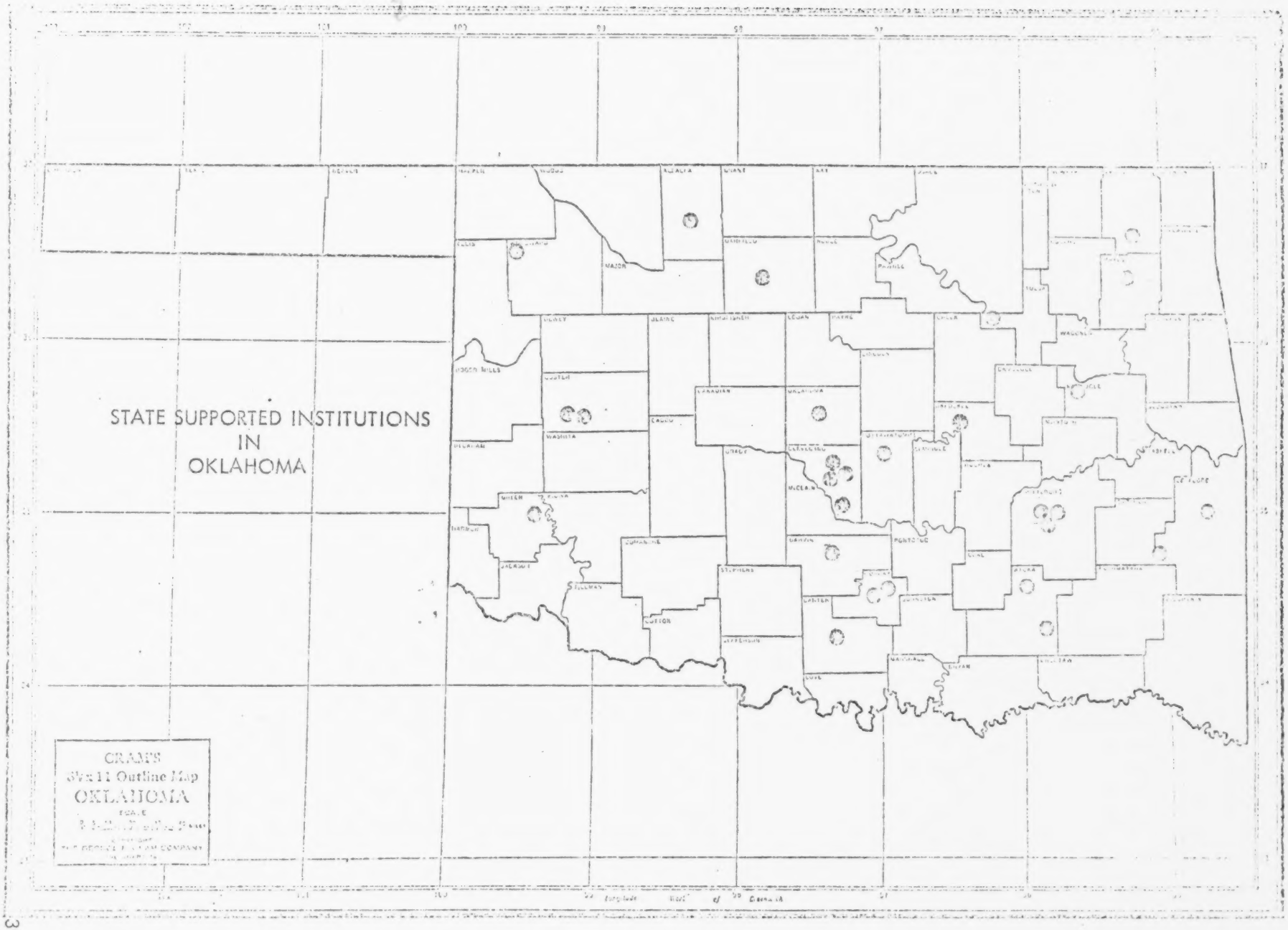
10. To prepare a handbook for Oklahoma Institution Librarians.

11. To encourage the Welfare Department to delegate a centralized acquisition of

materals for all institutions under its supervision through the Oklahoma Department of Libraries by 1976.

12. To provide modern facilities in new updated or renovated quarters for all institution libraries.

13. To develop central library collections in all state supported institutions and supplement them with local public library services through bookmobiles or other delivery systems.



MAP NO. C0S34—OKLAHOMA

THE OKLAHOMA STATE DEPARTMENT OF LIBRARIES

SPECIAL SERVICES BRANCH

State Institution Library Survey

Composite Report

NAME	RESIDENTS	VOLUMES	PERIODICALS FOR RESIDENTS	BUGET FOR LIBRARY	STAFF	HEAD EDUCATION	EVALUATION AS RESULT OF VISIT
Central State Griffin Memorial Hospital	1688	7,500	15	None	1 Non-Professional	High School	Poor
Central State Hospital Lexington	345	50	0	None	None	None	
Oklahoma Cerebral Palsy Center	60	300	10	None	1 Non-Professional	B.S. Special Education	Limited
Eastern Oklahoma TB Sanatorium	140	975	0	$60.00	1 clerk	High School	
Eastern State Hospital Vinita	1338	8,000	5	None	1 Non-Professional	Masters Music	Good facility, Poor collection
Enid State School	995	50	0	None	1 Non-Professional	?	Library in progress Poor collection
Girls Town	350				Teacher	?	High interest Fair Collection
Hissom	575	3,000	9	None	1 Library Technician	School Librarian B.A.	Good facility Adequate program collection needs improvement
Oklahoma School for the Blind	112	5,000	35	$5000.00	1 Non-Professional	School Librarian B.A.	Good
Oklahoma School for the Deaf	230	900	25	Open	1 Teacher Librarian	B.A. Masters Education	Good

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NAME	RESIDENTS	VOLUMES	PERIODICALS FOR RESIDENTS	BUDGET FOR LIBRARY	STAFF	HEAD EDUCATION	EVALUATION AS RESULT OF VISIT
Oklahoma State Penitentiary	2200	20,000	15	$1544.00	1 Non-Professional	High School	needs improvement
Oklahoma State Reformatory	583	1,400	22	None	1 Non-Professional	B.A.	Facility inadequate, collection needs improvement
Pauls Valley State School	850	500	0	None	1 Clerk	High School	Good facility, inadequate collection
Boley School for Boys	250						
Helena School for Boys	450						
Taft State Children's Home	410	400	0	None	None		None
Oklahoma State War Veterans Home Ardmore	217	4,500	22	None	1 Non-Professional		None
Oklahoma State War Veterans Home Norman	230	0	0	None	None		None
Oklahoma State War Veterans Home Sulphur	190	150	20	None	None		Good facility, Poor Collection
Western Oklahoma TB Sanatorium	115	3,000	4	None	1 Teacher Librarian	B.A.	Good facility, poor collection
Western State Hospital	642	5,000	12	None	1 Librarian Assistant	B.S.	Good facility collection needs improvement
Whitaker State Home	400				None		None
	12,379	60,725	194				

ACADEMIC LIBRARIES

INTRODUCTION

It is difficult to assess the present situation in Oklahoma in regard to academic libraries. There are at least five different sources of statistics on these institutions which seldom correspond in either format or content. Looking at the statistics on a statewide basis, three impressions emerge. Oklahoma's academic libraries report (a) that there are more books per full-time equivalent student than the national average; (b) there are slightly fewer periodicals than the national average, and (c) there is considerably less money spent for our academic libraries than the national average.[1] It is hard to reconcile (a) and (b) with (c).

It is obvious that with only this sort of general conclusion to deal with, the first step towards positive action must be assessment of the present situation.

The primary concern is the extent to which the needs of the students, and faculty, and other users are being met. Newspaper accounts dealing with the situation in a number of the colleges and universitites indicate that there is dissatisfaction in this respect. Communication among academic libraries and variant library types is difficult to assess. Again, though, there is no documented information on a statewide basis.

Another situation needing study is the trend towards establishment of new junior and two-year colleges. Information on the adequacy of the library facilities here is lacking, but their desire and need to draw on resources of other libraries is evident.

Also identified as an area of concern as stated in the 1965 Oklahoma Library Survey prepared by Francis St. John is the area of interlibrary cooperation and coordination. There are some statistics on the extent of such endeavors as reflected in the figures provided by the Oklahoma Teletype Interlibrary System (OTIS). This source is valid only to the extent the academic libraries are channeling requests through OTIS. Many requests are sent directly from library to library and figures on this extra-system activity are not available.

[1] Unpublished Corbin Report, March, 1972

GOALS FOR ACADEMIC LIBRARIES IN OKLAHOMA

1. To provide adequate library and information services to the college and university students in Oklahoma.

2. To provide adequate library and information services to the faculty of Oklahoma's academic institutions.

3. To make the resources of these libraries available to the citizens of the State so far as it is possible.

4. To assess the capabilities and services now provided by these institutions.

OBJECTIVES OF THE DEPARTMENT OF LIBRARIES

1. To encourage the Oklahoma State Regents for Higher Education to conduct a statewide survey of the academic libraries under their jurisdiction by 1974.

2. To encourage the Oklahoma Library Association to conduct a similar survey for the other academic libraries in the State by 1974, coordinating this survey with that done by the Regents.

Tasks to Accomplish Objectives 1 and 2.

(1) Appoint a task force of the LSCA Advisory Council to draw up a proposal for a statewide survey of academic libraries by Oklahoma Regents for Higher Education and for a similar survey to be conducted by the Oklahoma Library Association for the other academic libraries in the state.

3. To coordinate an interlibrary loan teletype network which will facilitate sharing of resources by academic libraries in the State.

Tasks to Accomplish the Objective.

(1) Develop an interlibrary code for Oklahoma which will provide equitable allocation of costs for services given by resource libraries.

(2) Fund in whole or in part, as funds permit, the cost to resource libraries for serving patrons outside their jurisdiction.

(3) Provide funds for blanket coverage in the Denver Bibliographic Center for all libraries in the State.

(4) Continue the operation of the OTIS Network.

4. To support the improvement of academic library services in all other appropriate ways.

Tasks to Accomplish the Objective.

(1) To support increased appropriations for academic libraries.

(2) To cooperate with the U. S. Office of Education, the Oklahoma Regents for Higher Education and State Department of Education in gathering statistical data about academic libraries.

(3) To establish close liaison with the staff of the Oklahoma Regents for Higher Education.

(4) To encourage the designation of a library specialist on the staff of the Oklahoma Regents for Higher Education.

(5) Maintain a collection of professional materials for the use of academic and other librarians statewide.

(6) Make available at a nominal cost bibliographic control of library materials through MARC-O for academic libraries by 1976.

ACADEMIC LIBRARIES

STAFF NEEDS ASSESSMENT

LIBRARY	TYPE	FALL 1971 (1) ENROLLMENT (FTE)	(2) STAFF (LIBRARIANS)	REQUIRED TO (3) MEET ALA STANDARDS 1959
Altus Junior College	Pub-T	503	1.0	2.0
American Christian College				
Bacone College	Pri-T	568	1.0	2.0
Bartlesville Wesleyan College	Pri-F	203	2.0	3.0
Bethany Nazarene College	Pri-F	1704	3.5	7.0
Cameron St. Agricultural College	Pub-F	2936	5.0	11.0
Central St. University	Pub-F	8558	13.0	30.0
Claremore Junior College	Pub-T	756	1.0	2.5
Connors St. College	Pub-T	750	2.0	2.5
East Central St. College	Pub-F	2755	4.0	10.0
Eastern Okla. St. College	Pub-T	1482	1.0	4.0
El Reno Junior College				
Hillsdale Free Will Baptist				
Langston University				
Midwest Christian College				
Murray St. College A & M Sci.	Pub-T	792	2.0	2.5
Northeastern Okla. A & M College	Pub-T	2183	3.0	5.0
Northeastern St. College	Pub-F	5068	13.0	18.0
Northern Okla. College	Pub-T	1272	2.0	3.5
Northwestern St. College	Pub-F	1979	2.0	7.5
Okla. Baptist University	Pri-F	1587	4.0	6.0
Okla. Christian College	Pri-F	1105	3.0	4.5
Okla. City University	Pri-F	2471	5.0	9.0
Okla. College Liberal Arts	Pub-F	851	3.0	4.0
Okla. Panhandle St. College	Pub-F	1191	3.0	5.0
Okla. St. University	Pub-U	17176	26.8	58.0
Oral Roberts University	Pri-F	1334	4.5	5.0
Oscar Rose Junior College				
Phillips University	Pri-F	1361	4.0	5.5
Poteau Community College	Pub-T	329	1.0	2.0
St. Gregory's College	Pri-T	510	2.0	2.0
Sayre Junior College				
Seminole Junior College	Pub-T	557	1.0	2.0
South Okla. City Com. College				
Southeastern St. College	Pub-F	3070	1.0	11.0
Southwestern College	Pri-T	1213	2.0	3.0
Southwestern St. College	Pub-F	5294	7.0	19.0
Tulsa Junior College			3.0	
Univ. of Okla All Campuses	Pub-U	15958	33.0	54.0
University of Tulsa	Pri-U	6194	12.0	21.5
TOTALS		91710	170.8	322.0

(1) Oklahoma State Regents for Higher Education Enrollments in Oklahoma Higher Education Fall Semester 1971. Table 10.

(2) National Center for Educational Statistics. Library Statistics of Colleges and Universities, Part A, Fall 1971. Page 222.

(3) National Inventory of Library Needs. ALA, 1965. Page 50.

SCHOOL LIBRARIES

INTRODUCTION

School library media centers in Oklahoma fall far below national standards in adequacy of services. Statistics taken from the FY71 Annual Report Form submitted by Oklahoma high school library media centers show that the median per capita expenditure for library media center materials in Oklahoma is only $3.98. This amount is much less than State Standards which are $5.00 per pupil for the first 200 pupils, but not less than $400.00; $4.00 per pupil for the next 300 pupils; and $3.00 per pupil for each pupil above 500. This is below the standard of $40.80 per pupil suggested by the American Association of School Librarians.

Ninety-two high school library media centers submitted FY71 Annual Report Forms to the Oklahoma Department of Libraries. Of those reporting, 23 high school libraries did not meet the North Central Association minimum standard for book stock. It would take approximately 19,197 volumes for these 23 high school libraries to meet the minimum standard book stock as set by the NCA.

School libraries in Oklahoma receive consultant services from the Library Resources Section of the Oklahoma Department of Education. This Department supervises the distribution of Title II funds under the Elementary and Secondary Education Act used in purchasing library media center materials. Each school administrator (in cooperation with library media personnel) may submit to the State Department of Education his request for ESEA Title II funds on a "management by objective" basis. The State Department of Education, in turn, is required to establish goals and objectives for library media centers by the U. S. O. E.

Any attempt on the part of the Oklahoma Department of Libraries to determine specific objectives for school library media centers would be presumptuous and of little value. However, close coordination and cooperation will be carried on with the State Department of Education in developing the means of evaluating the services offered by the various school library media centers in Oklahoma. The Oklahoma Department of Libraries will also offer its support in efforts to increase and/or upgrade the services presently offered. One means of increasing services offered would be for the Department of Libraries to act as a catalyst in establishing a system of coordination of services and activities among all types of libraries.

GOALS FOR OKLAHOMA SCHOOL LIBRARIES

1. To provide adequate school library media service and information resources to meet the needs of the students and faculty in accomplishing the goal of preparing young people to live meaningful lives and contribute to the improvement of society.

SUB-GOALS

1. To provide instructional and recreational materials to broaden the student's intellectual horizons.
2. To establish a means of evaluating the library media services which are presently offered by the school library.
3. To create centralized library media centers where none exist in each facility, regardless of level by grades, readily accessible to students and faculty.
4. To encourage every student to learn to use the center and to learn the basic mechanics of locating various library media in the center.
5. To recruit and prepare qualified school librarians and media specialists to professionally staff these centers.
6. To provide instruction in library techniques for library clerks, teachers, and parent volunteers.
7. To effect coordination of the services and activities of the school library media centers with those of other libraries--public, academic and special.
8. To provide continuing education for the staff of library media centers.
9. To work towards adequate funding of library media centers facilities serving both students and faculty.
10. To encourage experimentation with and evaluation of all forms of informational and educational tools appropriate to school library media centers.
11. To establish liaison and cooperation with other teaching faculty on a local, regional and statewide basis.

OBJECTIVES OF THE DEPARTMENT OF LIBRARIES

1. To provide school libraries in Oklahoma with access to materials elsewhere in the State through the OTIS interlibrary loan network.

Tasks to Accomplish the Objective.

(1) With the staff of the Library Resources Division, Oklahoma Department of Education, draw up guidelines for school library and local public library cooperation in the OTIS network with the goal of exhausting local resources before going outside the area.

(2) Develop a program for informing school librarians about OTIS and how to access the network.

2. To offer Oklahoma school libraries a low-cost bibliographical control system through the MARC-Oklahoma data base by 1975 (e.g., economical purchase of card catalog sets, etc.).

3. To develop a coordinated system of library data collection and dissemination in Oklahoma, including school libraries, by 1974.

Tasks to Accomplish the Objective.

(1) With the staff of the Oklahoma Department of Education and the U. S. Office of Education, develop standarized forms for collecting data about school library media centers in Oklahoma by late 1973.

(2) Continue publication of school library media center statistics in the Annual Report and Directory of Oklahoma Libraries, published by the Department of Libraries.

(3) Put the statistical data base in machine readable form by 1974.

4. To provide guidance to administrators and citizens responsible for planning and funding

school and public libraries about coordination of school and public library services at the local level.

(1) With the staff of the Department of Education, prepare and publish a simple brochure stating the policies of the Department of Libraries and Department of Education in regard to bookmobile service to schools and other aspects of the school/public library relationship by 1974.

5. To provide for the coordination of the administration of LSCA funds and ESEA Title II funds as is required by both Acts.

6. To cooperate with the Oklahoma Library Association, the State Department of Education, and other agencies in the Sequoyah Children's Book Award program which seeks to improve the reading tastes of school-age children.

(1) Provide the services of the Department's Children's Services Specialist when needed.

7. To develop and sponsor or co-sponsor staff development programs, workshops and institutes to upgrade the qualifications of library staff in Oklahoma, including school library staff.

8. To investigate the areas in which school and public libraries can cooperate in serving children and support experimental projects in these areas.

Tasks to Achieve the Objective.

(1) Monitor the Chickasaw Area Library-Learning Project and offer consultant help and other support when feasible.

Oklahoma High School Libraries Ranked
In Descending Order By Expenditure
Per Pupil For Library Materials

Rank	School Library	Per Pupil Expenditure on Library Materials
1.	Mangum High School	$20.82
2.	Cordell High School	20.25
3.	Davis High School	19.15
4.	Nowata High School	19.00
5.	University School	15.79
6.	Carnegie Senior High	9.95
7.	Burns Flat High School	9.72
8.	Wewoka High School	9.54
9.	Stigler High School	8.90
10.	Chickasha High School	8.63
11.	Wagoner High School	8.47
12.	Weatherford Jr. Sr. H. S.	8.39
13.	Hominy High School	8.13
14.	U.S. Grant High School (OC)	7.79
15.	Elk City High School	7.67
16.	Hollis High School	7.51
17.	Erick High School	7.39
18.	Heavener High School	7.19
19.	Guymon High School	7.11
20.	Madill Jr. and Sr. High	7.10
21.	Fairfax High School	6.25
22.	Tahlequah Sr. High School	6.16
23.	Luther	6.02
24.	Holdenville High School	5.89
25.	Poteau Senior High School	5.71
26.	Durant Sr. High School	5.51
27.	Laverne Public (K-12)	5.29
28.	Healdton High School	5.19
29.	Eufaula High School	5.09
30.	Cherokee Jr.-Sr. High School	4.98
31.	John Marshall High (OC)	4.90
32.	Northeast High (OC)	4.89
33.	Clinton High School	4.83
34.	Drumright High School	4.83
35.	Stillwater High School Library	4.83
36.	Sooner H. S. (Bartlesville)	4.74
37.	Ada High School	4.68
38.	Claremore High School	4.68
39.	Tipton Jr. and High School	4.68
40.	Bethany Jr. Sr. High School	4.33

Rank	School Library	Per Pupil Expenditure on Library Materials
41.	Bishop Kelley H. S. (Tulsa)	$4.20
42.	Northwest Classen H.S. (OC)	4.10
43.	Pawhuska High School	4.05
44.	Gray Jr. Sr. H.S. (Idabel)	4.02
45.	Duncan Sr. High School	3.94
46.	Coweta Jr and Sr. High School	3.92
47.	College H.S. (Bartlesville)	3.81
48.	Hennessey High School	3.80
49.	Anadarko High School	3.48
50.	Purcell High School	3.33
51.	Sr. High School (Broken Arrow)	3.30
52.	Enid High School	3.17
53.	Atoka Jr.-Sr. High School	3.16
54.	Muskogee High Annex	3.16
55.	Sallisaw High School	3.14
56.	Guthrie High School	3.11
57.	Stilwell High School	3.11
58.	Edmond High School	3.10
59.	Checotah High School	3.07
60.	Daniel Webster (Tulsa)	2.98
61.	Stroud Public School	2.91
62.	Dewey High School	2.89
63.	Blackwell High School	2.84
64.	Vinita High School	2.78
65.	Chelsea Jr.-Sr. High	2.77
66.	Sr. High School (Ponca City)	2.75
67.	Putnam City High School	2.74
68.	Westville Public Schools	2.65
69.	Kansas High School	2.54
70.	Bishop McGuinness HS (OC)	2.42
71.	Harrah High School	2.25
72.	Edison High School (Tulsa)	2.23
73.	Moore Sr. High School	2.19
74.	McAlester High	2.17
75.	Bixby High School	2.07
76.	Marlow Jr. and Sr. High	1.97
77.	Capitol Hill Sr. High	1.96
78.	Spiro High School	1.74
79.	Lawton High School	1.64
80.	Nathan Hale H.S. (Tulsa)	1.57
81.	Newkirk High School	1.29
82.	Eisenhower Sr. H.S. (Lawton)	1.20
83.	Muskogee High School	1.14
84.	McLain Sr. High (Tulsa)	.96
85.	Cushing High School	.72
86.	Okmulgee High School	.43

Rank	School Library	Per Pupil Expenditure on Library Materials
87.	Southeast H. S. (OC)	$.23
88.	Broken Bow High School	.22

The following High School Libraries did not report expenditures for library materials:

Woodward High School Library
Crooked Oak High School Library, (OC)
Monte Cassino High School Library, (Tulsa)
Alma High School Library, (Velma)

Average expenditure per pupil = $5.06

Median expenditure per pupil = 3.98

Source: ODL/LSB Annual Report Form
Submitted by Oklahoma High School Libraries for FY71

Prepared by Office of Planning & Research
Oklahoma Department of Libraries
May 9, 1972

OKLAHOMA HIGH SCHOOL LIBRARIES

Ranked in Descending Order According to Amount of Difference
Between Actual and Minimum
North Central Association Standard Book Stock

Rank	School Library	Actual Book Stock	NCA Standard*	Amount Above (+) or Under (-)
1.	Northwest Classen H.S. (OC)	29,681	13,000	+16,681
2.	Northeast High (OC)	21,476	7,750	+13,726
3.	Guymon High School	15,557	4,960	+10,597
4.	Monte Cassino H.S. (Tulsa)	11,233	2,500	+ 8,733
5.	College H. S. (Bartlesville)	16,340	8,620	+ 7,720
6.	John Marshall High (OC)	20,549	12,900	+ 7,649
7.	Tahlequah Sr. H. S.	14,250	7,300	+ 6,950
8.	Southeast H. S. (OC)	16,417	10,332	+ 6,085
9.	U.S. Grant H.S. (OC)	18,123	12,050	+ 6,073
10.	Capitol Hill Sr. High	17,481	12,000	+ 5,481
11.	Okmulgee High School	13,906	8,500	+ 5,406
12.	Lawton High School	16,996	11,900	+ 5,096
13.	Senior H.S. (Ponca City)	15,530	11,072	+ 4,458
14.	Broken Bow High School	10,016	5,680	+ 4,336
15.	Guthrie High School	9,912	5,752	+ 4,160
16.	Erick High School	6,489	2,500	+ 3,989
17.	Sooner H.S. (Bartlesville)	11,400	7,600	+ 3,800
18.	Stilwell H.S. (10,11,12)	8,236	4,468	+ 3,768
19.	University School (Norman)	6,208	2,572	+ 3,636
20.	Hollis High School	7,090	3,700	+ 3,390
21.	Bethany Jr. Sr. H.S.	7,544	4,188	+ 3,356
22.	Checotah High School	9,171	6,100	+ 3,071
23.	Holdenville High School	7,152	4,276	+ 2,876
24.	Davis High School	5,050	2,500	+ 2,550
25.	Eufaula High School	5,651	3,108	+ 2,543
26.	Healdton High School	6,200	3,700	+ 2,500
27.	Putnam City High School	16,212	13,744	+ 2,468
28.	Drumright High School	5,846	3,460	+ 2,386
29.	Fairfax High School	4,923	2,540	+ 2,383
30.	Cherokee Jr.-Sr. H.S.	5,016	2,668	+ 2,348
31.	Mangum High School	4,790	2,580	+ 2,210
32.	Carnegie Senior High	4,704	2,500	+ 2,204
33.	Hominy High School	5,180	3,060	+ 2,120
34.	Senior H.S. (Broken Arrow)	10,015	7,900	+ 2,115
35.	Enid High School	13,778	11,804	+ 1,974
36.	Elk City High School	5,763	3,820	+ 1,943
37.	Poteau Senior High School	4,990	3,268	+ 1,722
38.	Burns Flat High School	4,211	2,500	+ 1,711
39.	Edmond High School	10,108	8,432	+ 1,676
40.	Bishop McGuinness H.S. (OC)	7,284	5,620	+ 1,664

Rank	School Library	Actual Book Stock	NCA Standard*	Amount Above (+) or Under (-)
41.	Vinita High School	6,127	4,500	+ 1,627
42.	Muskogee High School	14,206	12,604	+ 1,602
43.	Sapulpa High School	5,837	4,268	+ 1,569
44.	Madill Jr. and Sr. High	5,200	3,700	+ 1,500
45.	Nowata High School	4,407	2,916	+ 1,491
46.	Pawhuska High School	6,423	4,960	+ 1,463
47.	Laverne Public (K-12)	5,049	3,612	+ 1,437
48.	Velma-Alma High School	4,649	3,220	+ 1,429
49.	Clinton High School	5,727	4,340	+ 1,387
50.	Dewey High School	4,872	3,668	+ 1,204
51.	Bishop Kelley H. S. (Tulsa)	7,582	6,400	+ 1,182
52.	Blackwell High School	6,520	5,410	+ 1,110
53.	Anadarko High School	5,358	4,260	+ 1,098
54.	Senior High School (Durant)	6,107	5,020	+ 1,087
55.	Woodward High School	6,592	5,536	+ 1,056
56.	Heavener High School	3,598	2,588	+ 1,010
57.	Purcell High School	6,228	5,260	+ 968
58.	Daniel Webster (Tulsa)	8,578	7,756	+ 822
59.	Claremore High School	6,442	5,710	+ 732
60.	Stillwater H. S. Library	10,506	9,780	+ 726
61.	Cordell High School	3,178	2,500	+ 678
62.	Wewoka High School	5,413	4,796	+ 617
63.	Luther	3,033	2,500	+ 533
64.	Ada High School	5,714	5,440	+ 274
65.	Jr. Sr. High School (Weatherford)	6,197	5,974	+ 223
66.	Sallisaw High School	5,200	5,050	+ 150
67.	Westville Public Schools	4,427	4,324	+ 103
68.	Eisenhower Sr. H.S. (Laston)	11,154	11,092	+ 62
69.	Gray Jr. Sr. H.S. (Idabel)	8,468	8,460	+ 8
70.	Tipton Jr. and High School	3,450	3,500	- 50
71.	Chelsea Jr.-Sr. High	4,385	4,476	- 91
72.	Junior and Senior High (Marlow)	4,980	5,110	- 130
73.	Duncan Senior High School	8,570	8,700	- 130
74.	Stroud Public School	4,218	4,360	- 142
75.	Crooked Oak High	5,087	5,260	- 173
76.	Nathan Hale H. S. (Tulsa)	12,543	12,900	- 357
77.	McLain Senior High	9,512	9,900	- 388
78.	Cushing High School	5,160	5,620	- 460
79.	Coweta Jr.HS & Sr. H.S.	4,886	5,362	- 476
80.	Newkirk High School	3,991	4,500	- 509
81.	Wagoner High School	2,954	3,492	- 538
82.	Hennessey High School	3,750	4,596	- .846
83.	Atoka Jr.-Sr. High School	5,090	6,100	- 1,010
84.	Bixby High School	5,044	6,100	- 1,056
85.	Muskogee High Annex	5,910	7,000	- 1,090
86.	Hanah High School	7,350	8,480	- 1,130
87.	Chickasha High School	6,888	8,032	- 1,144

Rank	School Library	Actual Book Stock	NCA Standard*	Amount Above (+) or Under (-)
89.	Zaire High School	4,947	6,346	- 1,399
89.	McAlester High	6,892	8,300	- 1,408
90.	Moore Sr. High School	10,568	12,440	- 1,872
91.	Kansas High School	3,827	5,992	- 2,165
92.	Edison High School	8,419	11,052	- 2,633
	Totals	752,241	566,686	+185,555

Median = + 1,450
Mean = + 2,017

*Standard based on North Central Association requirements for Accreditation. Less than 200 enrollment -- 2,500 volumes minimum; 200-499 enrollment -- 2,500 volumes plus 8 books for each student over 200; 500-999 enrollment -- 4,900 volumes plus 6 books for each student over 500; 1,000-1,999 enrollment -- 7,900 volumes plus 4 books for each student over 1,000; over 2,000 enrollment -- 11,900 volumes plus 2 books for each student over 2,000.

There are 23 high school libraries in Oklahoma which do not meet the North Central Association minimum standards. It would take 19,197 volumes to meet the standard set for these libraries.

Source: ODL/LSB Annual Report Form submitted by Oklahoma High School Libraries for FY71.

OKLAHOMA HIGH SCHOOL LIBRARIES

Ranked in Descending Order According to Amount of Difference Between Actual and Minimum Standard Book Stock

Rank	School Library	Actual Book Stock	AASL Standard*	Amount Above (+) or Under (-)
1.	Guymon High School	15,190	10,200	+5357
2.	Northeast High (OC)	21,476	19,500	+1976
3.	Monte Cassino H.S. (Tulsa)	11,233	10,000	+1233
4.	Stilwell H.S. (10,11,12)	8,236	10,000	-1764
5.	Bethany Jr.-Sr. H. S.	7,544	10,000	-2456
6.	Broken Bow High School	10,016	12,600	-2584
7.	Holdenville High School	7,152	10,000	-2848
8.	Hollis High School	7,090	10,000	-2910
9.	Guthrie High School	9,912	12,840	-2928
10.	Erick High School	6,489	10,000	-3511
11.	Tahlequah Senior High School	14,250	18,000	-3750
12.	Pawhuska High School	6,423	10,200	-3777
13.	University School (Norman)	6,208	10,000	-3792
14.	Healdton High School	6,200	10,000	-3800
15.	Vinita High School	6,127	10,000	-3873
16.	Drumright High School	5,846	10,000	-4154
17.	Stigler High School	5,837	10,000	-4163
18.	Elk City High School	5,763	10,000	-4237
19.	Clinton High School	5,727	10,000	-4273
20.	Durant Senior High School	6,107	10,400	-4293
21.	Eufaula High School	5,651	10,000	-4349
22.	Wewoka High School	5,413	10,000	-4587
23.	Anadarko High School	5,358	10,000	-4642
24.	Madill Junior & Senior High	5,200	10,000	-4800
25.	Hominy High School	5,180	10,000	-4820
26.	Checotah High School	9,171	14,080	-4829
27.	Davis High School	5,050	10,000	-4950
28.	Laverne Public (K-12)	5,049	10,000	-4951
29.	Purcell High School	6,228	11,200	-4972
30.	Cherokee Jr.-Sr. High School	5,016	10,000	-4984
31.	Poteau Senior High School	4,990	10,000	-5010
32.	Fairfax High School	4,923	10,000	-5077
33.	Bishop McGuinness H.S.	7,284	12,400	-5116
34.	Dewey High School	4,872	10,000	-5128
35.	Blackwell High School	6,520	11,700	-5180
36.	Mangum High School	4,790	10,000	-5210
37.	Stroud Public School	4,718	10,000	-5282
38.	Carnegie Senior High	4,704	10,000	-5296
39.	Sallisaw High School	5,200	10,500	-5300
40.	Velma-Alma High School	4,649	10,000	-5351

Rank	School Library	Actual Book Stock	AASL Standard*	Amount Above (+) or Under (-)
41.	Woodward High School	6,592	12,120	-5528
42.	Westville Public Schools	4,427	10,000	-5573
43.	Nowata High School	4,407	10,000	-5593
44.	Chelsea Jr.-Sr. High	4,385	10,000	-5615
45.	Marlow Jr. and Sr. High	4,980	10,700	-5720
46.	Burns Flat High School	4,211	10,000	-5789
47.	Newkirk High School	3,991	10,000	-6009
48.	Ada High School	5,714	11,800	-6086
49.	Crooked Oak High (OC)	5,087	11,200	-6113
50.	Hennessey High School	3,750	10,000	-6250
51.	Claremore High School	6,442	12,700	-6258
52.	Heavener High School	3,598	10,000	-6402
53.	Tipton Jr. and High School	3,450	10,000	-6550
54.	Coweta Jr. HS & Sr. HS	4,836	11,540	-6654
55.	Cordell High School	3,178	10,000	-6822
56.	Luther	3,083	10,000	-6917
57.	Wagoner High School	2,954	10,000	-7046
58.	Cushing High School	5,160	12,400	-7240
59.	College H.S. (Bartlesville)	16,340	23,600	-7260
60.	Weatherford Jr.-Sr. H.S.	6,197	13,580	-7383
61.	Bishop Kelley H.S. (Tulsa)	7,582	15,000	-7418
62.	Sooner H.S. (Bartlesville)	11,400	19,000	-7600
63.	Atoka Jr.-Sr. H.S.	5,090	14,000	-8910
64.	Bixby High School	5,044	14,000	-8956
65.	Okmulgee High School	13,906	23,000	-9094
66.	Kansas High School	3,827	13,640	-9813
67.	Spiro High School	4,947	14,820	-9873
68.	Broken Arrow Sr. H.S.	10,015	20,000	-9985
69.	Daniel Webster (Tulsa)	8,578	19,520	-10,942
70.	Muskogee High Annex	5,910	17,000	-11,090
71.	Edmond High School	10,108	22,660	-12,552
72.	Chickasha High School	6,888	20,660	-13,772
73.	Gray Jr. Sr. H.S. (Idabel)	8,468	22,800	-14,332
74.	McAlester High	6,892	22,000	-15,108
75.	Duncan Senior H.S.	8,570	24,000	-15,430
76.	Harrah High School	7,350	22,900	-15,550
77.	Southeast H.S. (OC)	16,417	32,160	-15,743
78.	Stillwater H.S. Library	10,506	29,400	-18,894
79.	Senior High School (Ponca C.)	15,530	35,860	-20,330
80.	McLain Senior High	9,512	30,000	-20,488
81.	N.W. Classen H.S. (OC)	29,681	51,000	-21,319
82.	Lawton High School	16,996	40,000	-23,004
83.	U.S. Grant H.S. (OC)	18,123	41,500	-23,377
84.	Capitol Hill Sr. High (OC)	17,481	41,000	-23,519
85.	Eisenhower Sr.H.S. (Lawton)	11,154	35,960	-24,806
86.	Enid High School	13,778	39,520	-25,742

Rank	School Library	Actual Book Stock	AASL Standard*	Amount Above (+) or Under (-)
87.	Edison High School (Tulsa)	8,419	35,760	-27,341
88.	John Marshall High (OC)	20,549	50,000	-29,451
89.	Muskogee High School	14,206	47,040	-32,834
90.	Moore Sr. High School	10,568	45,400	-34,832
91.	Nathan Hale H.S. (Tulsa)	12,543	50,000	-37,457
92.	Putnam City High School	16,212	58,440	-42,228
	Totals	752,241	1,631,220	-878,979

Median = -5699 volumes below standard
Average = -9554 volumes below standard

*Standard based on recommendations from Standards for School Media Programs, prepared by the American Association of School Libraries, 1969. Schools with less than 500 enrollment - - minimum standard of 10,000 volumes. Schools with enrollment of 500 or more - - minimum of 20 volumes per student.

Source: ODL/LSB Annual Report Form submitted by Oklahoma High School Libraries for FY71.

BIBLIOGRAPHY

[1] American Association of School Librarians and the Department of Audiovisual Instruction of the National Education Association, STANDARDS FOR SCHOOL MEDIA PROGRAMS, (Chicago: American Library Association; and Washington D.C.: National Education Association, 1969) p. 35.

[2] Oklahoma Department of Libraries/Library Services Branch Annual Report Form submitted by Oklahoma High School Libraries for FY71. (unpublished).

[3] Memorandum from Homer W. Shaw, Director of Library Resources, State Department of Education to all school administrators and library media personnel.

ADMINISTERING LSCA FUNDS - PROGRAM FORMULATION

Wide involvement of library interests in Oklahoma will be sought in formulating the criteria, priorities, policies and procedures for administering library programs under the Library Services and Construction Act in accordance with the following outline.

1. Planning, policy making and evaluation process--consultation with and input from

   Oklahoma Library Association Board

   Oklahoma Library Association Library Development Committee

   Library systems directors

   Individual librarians, library trustees, and users

   LSCA Advisory Council

   Other state agencies with library responsibilities

   Governor's Office of Community Affairs and Planning

   OE Region VI Library Program Officer

   Department of Libraries staff through task forces, committees, meetings of branch heads, etc.

   Department of Libraries Board

2. Approval and review process

   Director recommends policies, plans, and rules and regulations, and with staff assistance drafts proposed documents.

   Notice of intent to adopt rules and regulations published in the Oklahoma Gazette (applies to planning and other documents which prescribe the Department's requirements for procedures and practices affecting private rights and available to the public). Time and place of Board meeting to consider adoption of rules are included.

   ODL Board approves rules and regulations, and/or policies and procedures, in an open meeting.

   Rules and regulations, policies and procedures, as set forth in the Basic State Plan, the Long-Range Program, and the Annual Program are submitted to the Governor for his comment, and to OE Region VI Library Program Officer for review and transmittal to Bureau of Libraries and Learning Resources Washington Office. Basic State Plan must be approved by OE.

3. Dissemination and distribution process

Rules and regulations adopted by the Board are published in the Oklahoma Gazette, and copies are submitted to the Legislature and filed with the Secretary of State.

Copies of State planning documents are submitted to Oklahoma Librarian for publication.

Copy of Long-Range Program is furnished to ERIC for dissemination to the library profession through their distribution network in microform or hard copy.

Library Services Branch Newsletter (circulation 2,267) announces that planning documents are available upon request.

Statewide news releases are sent by ODL publicizing the planning documents.

CRITERIA, PRIORITIES, AND POLICIES USED IN ALLOCATING FUNDS UNDER TITLE I OF LSCA

Funds received under the Oklahoma allotment for LSCA Title I shall be expended for the following purposes, and the criteria, priorities, and policies shown shall be applied. Numbering does not imply the proportionate amount of funds to be allocated for each purpose:

(1) Priority for awarding Federal funds under Title I will be given to planning for and taking other steps leading to the development and improvement of programs and projects designed to establish, expand, and operate State institutional library services and library services to the blind and physically handicapped. This priority is the result of requirements in the Act setting total expenditures from Federal, State and local funds for these purposes in FY 1971 as the minimum requirement for continuing to receive Title I funds. The following allocations will apply:

(a) For State institutional library services, the Department of Libraries will spend each year from Federal, State, and local sources not less than the total spent from such sources for such services in fiscal year 1971.

Criteria used to establish adequacy of such services will be: Standards for Library Services in Health Care Institutions, American Library Association, 1970, and Manual of Correctional Standards, American Correctional Association, 1966.

(b) The amount of $25,179 in Title I funds will be awarded by the Department of Libraries to the Oklahoma Department of Institutions and Rehabilitative Services annually to carry out a program of library services to the blind and physically handicapped. Total expenditures of the Department of Institutions and Rehabilitative Services for such program will not be less than the total amount spent by that Department from Federal, State, and local sources for such services in fiscal year 1971.

Criteria used to establish adequacy of such services will be: Standards for Library Services for the Blind and Visually Handicapped, American Library Association, 1967.

(c) Expenditures above the minimum requirement established by the Act will depend upon program needs, progress in meeting goals, and amount of Federal and State appropriations available for these purposes.

(2) Priority will be given to planning for and taking other steps leading to the development of programs and projects designed to extend public library services to geographical areas and groups of persons without such services, and to improve such services in such areas and for such groups as may have inadequate public library services.

This will be accomplished through the development of adequately supported multi-county public library systems. The goal here is first, to provide as quickly as possible the organizational structure through which library services may be channeled to the citizens of Oklahoma, and second, to make these services fully adequate and relevant to the needs of Oklahoma's potential library users.

Funds allocated annually for multi-county library establishment will depend upon the number of counties which are ready to launch a concentrated effort to organize systems, and where these efforts are most likely to succeed.

Applicants for multi-county library system establishment or demonstration funds will be given priority which serve or potentially will serve areas with large concentrations of low-income families.

Criteria for determining adequacy of public library services will be: Minimum Standards for Public Library Systems, American Library Association, 1967.

Funds allocated for the improvement of public library services will be used for special purpose grants and services which meet the following criteria:

(a) Projects which have a statewide rather than a purely local impact.

(b) Projects which will encourage the development of system services in public libraries.

(c) Projects which advance the overall goals for Oklahoma libraries as set forth in this Program statement.

(d) Projects which will make it possible to increase the library services offered to low-income areas and groups.

(3) Priority will be given to strengthening the capacity of the Department of Libraries for meeting the needs of the people of the State. This will include the cost of administering the State plans submitted under LSCA, statewide planning for and evaluation of library services, dissemination of information concerning library services, and strengthening the Department's capability to backstop and support the services of other libraries, including its role as the agency for coordination of library programs and services.

Criteria for determining the adequacy of programs and services of the Department will be: Standards for Library Functions at the State Level, American Library Association, 1963.

(4) Priority will be given to planning for and taking other steps leading to the development of establishing, expanding, and operating programs and projects to provide library service for the disadvantaged; that is, those persons who have educational, socioeconomic, cultural, or other disadvantages that prevent them from receiving the benefits of library services designed for persons without such disadvantages and who for that reason require specially designed library services. The term includes persons whose needs for such special services result from poverty, neglect, delinquency, or cultural or linguistic isolation from the community at large, but does not include physically or other handicapped persons unless such persons also suffer from these disadvantages.

All LSCA programs and projects administered by the Department will be evaluated in the light of their contribution to the library service needs of the disadvantaged.

Specifically, the target groups in Oklahoma will include:

Ethnic minorities, including Blacks, Indians, and Spanish-Americans, and other culturally deprived such as white welfare families who constitute a sub-culture in Oklahoma urban and rural communities.

The aged, who are isolated either in their own homes or institutions by reason of advancing physical infirmity, coupled with the neglect or indifference of society and pressures of declining incomes.

Preschool children, including those from ethnic minorities and low income groups, whose education has increasingly become the responsibility of the community at large because of society's pressure on the family unit.

School age children with reading difficulties, and highschool dropouts.

Adult illiterates.

Migrant workers and others who by economic necessity are cut off from participation in normal community life and are thereby denied opportunities for self-education through library services.

Inmates of correctional institutions, including those not under the immediate control of State Government, who have special needs for library services as a perquisite of their Constitutional rights to access to legal advice and opinion.

Residents of hospitals and homes of a charitable or medical nature, including those not under the immediate control of State Government.

CRITERIA, PRIORITIES, AND POLICIES USED IN ALLOCATING FUNDS UNDER TITLE II OF LSCA

Funds received under the Oklahoma allotment for LSCA Title II shall be expended in accordance with the criteria, priorities, and policies in the Rules and Regulations adopted by the Department for the administration of this Title and as appearing in the attached copy of Manual for Construction Applicants.

CRITERIA, PRIORITIES, AND POLICIES USED IN ALLOCATING FUNDS UNDER TITLE III OF LSCA

The Department of Libraries will use Title III funds for the systematic and effective coordination of the resources of school, public, academic, State, and special libraries and special information centers for improved services of a supplementary nature to the special clientele served by each type of library or center.

Priority shall be given to projects which are considered to have the largest potential impact on library services statewide. As funds permit, innovative local projects involving experimentation of coordinated services among types of libraries will be supported.

All projects shall be evaluated and ranked in priority in the light of the overall user goals for libraries in Oklahoma as set forth in this Longrange Program.

EU 071716

THE OKLAHOMA DEPARTMENT OF LIBRARIES
MANUAL FOR CONSTRUCTION APPLICANTS

TITLE II, LIBRARY SERVICES AND CONSTRUCTION ACT
AS AMENDED BY P. L. 91-600

RULES AND REGULATIONS

OKLAHOMA DEPARTMENT OF LIBRARIES

Manual for Construction Applicants

Title II, Library Services and Construction Act, as amended by P. L. 91-600

RULES AND REGULATIONS

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Date Filed: 9-13-72
Date Effective: 10-2-72

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Date Filed: 9-13-72
Date Effective: 10-2-72

CONSTRUCTION

Rules and Regulations
Oklahoma
Date filed: 5-11-71
Date effective: July 1, 1971

THE OKLAHOMA DEPARTMENT OF LIBRARIES

Manual for Construction Applicants

Title II, Library Services and Construction Act, as amended by P. L. 91-600

RULES AND REGULATIONS

Aims and Purposes

In formulating rules and regulations for the administration of the Library Services and Construction Act, Title II, The Oklahoma Department of Libraries has been guided by the following goals:

(a) To help provide the physical library facilities needed to develop the public library services program described in the State's Plan for the use of Title I funds.

(b) To encourage the construction of public library facilities which will meet state and national standards.

(c) To provide justification for constructing library buildings which are designed to serve areas which have not helped pay for construction.

(d) To meet the requirements of the U. S. Department of Health, Education, and Welfare and The Library Services and Construction Act as amended by P. L. 91-600.

Definitions

1. "Public Library" means a library that serves free all residents of a community, district, or region without discrimination and receives its financial support in whole or in part from public funds. The term does not include libraries such as law, medical, school, and academic libraries, which are organized to serve a special clientele or purpose. (CFR Title 45, Chapter 1, § 130.3 (m)).

2. "Construction" includes construction of new buildings and acquisition, expansion, remodeling, and alteration of existing buildings, and initial equipment of any such buildings, or any combination of such activities including architects' fees and the cost of acquisition of land (CFR Title 45, Chapter 1, §130.3 (c)).

3. "Public library services" means library services which are provided by or on behalf of a public library free of charge. The term does not include those library services that are properly the responsibility of the schools. (CFR Title 45, Chapter 1, § 130.3 (n)).

4. "Legal service area" means the area which controls the library's operation and policies through its elected officials as provided by state laws, local charters, and ordinances.

5. "Supervision" means guidance by the Oklahoma Department of Libraries with authority necessary to assure the observance of the Rules and Regulations.

6. "Public library facility" is defined as a building used for public library purposes or public library quarters in a multi-purpose building.

7. "Department" means the Oklahoma Department of Libraries .

Eligibility

1. Grants will be made to legally established public libraries for the purpose of constructing, remodeling, or enlarging public library facilities in areas which are without library facilities, or have library facilities which are inadequate to develop public library services.

2. Upon completion of the construction, title to the facilities must be in and retained by a public State or local agency.

3. Criteria used to determine that an area is without library facilities, or has library facilities which are inadequate to develop library services, shall be as follows:

   (a) Standards of quality to evaluate physical condition, suitability for modern public library services, and accessibility of the building, shall be Minimum Standards for Public Library Systems, 1966, published by the American Library Association.

   (b) Criteria to determine adequacy of size of the building shall be:

   For areas of less than 50,000 population, the square footage as recommended in Interim Standards for Small Public Libraries, A. L. A., 1962.

   For areas of more than 50,000 population, the square footage recommended in Wheeler and Goldhor, Practical Administration of Public Libraries, Harper and Row, 1962.

4. The following costs are eligible for inclusion in an approved project at the discretion of the Department, if incurred after the date of project approval or after such other date as is indicated in subparagraphs (d) and (f) of this paragraph:

   (a) Administrative costs by local public library agencies in carrying out approved construction projects, including costs of advertising for bids and costs of local audit of construction project;

   (b) Erection of new buildings to be used for public library facilities;

   (c) Expansion, remodeling, and alteration (as distinguished from maintenance and repair) of existing buildings to be used for public library purposes;

   (d) Expenses (other than interest and the carrying charges on bonds) related to the acquisition of land on which there is to be construction of new buildings or expansion of existing buildings which are

incurred within three fiscal years preceding the fiscal year in which the project was approved by the Department, if such expenses constitute an actual cost or transfer of public funds; and expenses involved in complying with the Uniform Relocation Assistance and Real Property Acquisitions Policies Act (see page 9.1, #17);

(e) Site grading and improvement of land on which such facilities are located;

(f) Architectural, engineering, and inspection expenses incurred subsequent to site selection;

(g) Expenses related to the acquisition and installation of initial equipment to be located in a public library facility provided by a construction project, including all necessary equipment such as library shelving and filing equipment, card catalog cabinets, circulation desks, reading tables and study carrels, booklifts, elevators, and information retrieval devices (but not books or other library materials.)

5. The following expenditures are not eligible for inclusion in a construction project and may not be used as local matching funds in determining the total amount of the federal grant:

(a) Books and other library materials;

(b) Expenditures for public library services;

(c) Expenditures for the construction of libraries not within the definition of public libraries, or which do not provide public library service (this includes libraries designed to serve a special clientele or purposes such as law, medical, and school libraries.);

(d) Expenditures relating to elections by which matching funds for construction are raised, such as the legal fees for preparation of ballots and services for selling the bonds;

(e) Expenditures made before the Department of Libraries has notified the U. S. Commissioner of Education that an application has been approved, except for expenses described in 4 (d) above;

(f) Expenditures for construction which are not under the supervision of the Oklahoma Department of Libraries;

(g) Expenditures for the acquisition of an existing building to be used or remodeled for public library facilities.

6. Annual statistical and financial report of the library's operations for the most recent fiscal year must be on file with the Department of Libraries.

7. Assurance must be given that the library will serve all persons in the community free of charge and without discrimination.

8. Assurance must be given that in the event that public library facilities, or items of equipment, or land, each initially costing $200 or more per unit or having depreciated in a fair market value of less than $200 per unit, are sold or no longer used for the purposes authorized by Title II, the Federal Government shall be credited with its proportionate share of the value of such facilities, equipment or land, the value being determined on the basis of the sale price in the case of a bona fide sale or on the fair market value in the case of discontinuance of use or diversion for other than State plan purposes. Periodic inventory report will be required to give this assurance.

Priorities

1. Eligible application will be ranked in priority as follows:

First - Headquarters of a multi-county library or a city-county library system supported under the provisions of Section 10A of Article X of the Constitution of Oklahoma.

Second - A branch library of a multi-county or a city-county library system supported under the provisions of Section 10A of Article X of the Constitution of Oklahoma.

Third - Headquarters or a branch library in multi-county demonstration organized by the Oklahoma Department of Libraries as part of the Oklahoma plan for services under Title I of the Library Services and Construction Act.

Fourth - Other local public libraries.

Fifth - The Oklahoma Department of Libraries.

2. Priority established in 1 above may be lowered for the following reasons:

(a) To provide equitable geographical distribution of Federal grant funds alloted to the State. Applications from counties which have previously received construction grants may be given a low priority or held over to a later shut-off date.

(b) To take full advantage of Federal allotments available to the State.

(c) Applications for new construction will be given priority over expansion or remodeling projects.

3. If there are several applications qualifying under any one of the priorities listed above, they shall be evaluated by the Department of Libraries and ranked on the basis of such criteria as the following:

(a) Interest of library officials and government bodies in extending the library's services to the unserved areas, as through plans for system development, branches, cooperative programs with other areas, etc.

(b) Size of the library service unit potential in terms of population served.

(c) Designation of the community as a regional or area center for economic and industrial development.

(d) Quality of service to be given from the proposed building, as evidenced by a stable source of operating funds, past library support from officials and citizens, and administrative policy, as reflected in the library building program.

Funds

1. Grants will be made only on a matching basis, the amount of the grant to be determined as follows:

   Federal share, 50%, local share, 50%.

2. For an application to receive final approval and a request made to the U. S. Commissioner of Education to obligate funds for the project, evidence must be provided that local matching funds will be in hand before construction is begun. A successful bond election to raise the required funds may be accepted as sufficient evidence that matching funds will be available. A letter certifying availability of required matching funds must be filed with the Department of Libraries.

3. Payment of the federal grant will be made in installments after construction begins and will be based on the construction schedule. Payments will be made upon certification by the architect of satisfactory completion of each step in the schedule and that equal local funds have been spent. Ten percent of the grant will be withheld to be paid after the local audit of the complete project has been made. (See Request for Payment of Federal funds, Certification of Payroll Examination, and Final Financial Analysis--Appendix 6,11,8.)

4. If an LSCA project is to receive supplemental Federal funds from the Public Works and Economic Development Act or other federal funds that become available, follow the procedures given in Appendix D.

Applications

1. Interested persons should write the Oklahoma Department of Libraries, 109 State Capitol, Oklahoma City, Oklahoma 73105, for copies of the application form, the Rules and Regulations, and other pertinent information.

2. As of March 31, 1970, all applicants must notify the Department of "Intent" to apply and follow through on submission to both the State and either the regional or metropolitan clearinghouses of the intent to apply for Federal assistance at least sixty days before formal application is made. (See Appendix C)

3. If the applicant library's board of trustees will not hold title to the proposed facility, the public body (city or county) which will hold title must make joint application with the library board.

4. Applications must be made on the forms provided by the Department of Libraries. Part I and Part II must have been executed by all parties concerned before final approval is granted by the Department and funds obligated by the Office of Education. The agreement between the applicant and the Department shall include assurance to the Department that construction will begin no later than six months after obligation of the funds for the project; provided that in unusual circumstances the Department may grant an extension for a limited period of time in order to effect the best use of grant funds under the State Plan. One copy of the applications will be returned to the applicant. The completed application will constitute a contract between the Department and the applicant.

5. The applicant library will be required to designate one person as its agent to the Department of Libraries to act in all matters pertaining to the application and to receive communications from the Department of Libraries.

6. Consultant service is provided by the Department for the purpose of assisting the applicant in planning and participating in the building project.

7. If grant funds become available, applications on hand (Part I) will be considered by the Director of the Department of Libraries during the first week of the following month.

8. Approval of an application (Part I) by the Department followed by completion of Part II, established the applicant's eligibility for the grant and assigns the applicant priorty for grant funds and is the Department's assurance to the applicant that funds will not be given another applicant if all Federal and State Requirements continue to be met.

9. The actual amount of the grant will be negotiated by the Oklahoma Department of Libraries and the applicant and will be based on the federal share as shown in the Final Cost Analysis to be submitted by the applicant subsequent to the grant award. Federal funds will not be obligated by the Office of Education until matching funds are actually in hand.

10. All applicants will be notified in writing of the grant award by the Director of the Department of Libraries within 10 days after the shut-off date. Applications which meet eligibility requirements and are approvable but which are outranked in priority by other applications on hand will automatically be considered at the next shut-off date unless withdrawn by the applicant.

Fair Hearing

1. If an application has been denied, reasons will be given in writing for non-approval and the applicant will be told that he can ask for a fair hearing before the Department of Libraries Board.

2. The date of the hearing will be set not later than two weeks after notification of selections. If no formal protests are received within seven days after notification of selections, the meeting will not be held. If protests are received, the hearing will be held and each protest will receive a careful review.

3. The applicant must present a statement in writing and may supplement it with oral statements.

4. The Department of Libraries Board immediately after the hearing will make the final decision, and the Director of the Department of Libraries will notify the applicant in writing.

Building, Equipment, and Service Criteria

1. A written library building and development program must be submitted which will:

   (a) Outline the services and functions of the library to be given from the proposed building, including public to be served, book stock, number of staff, and hours open for service;

   (b) Indicate space requirements and relationships of various areas of the building;

   (c) Justify the proposed expenditures in terms of a ten to twenty year program of library development;

   (d) Indicate how the library proposes to finance a stable operating budget and include a step by step plan for meeting minimum standards of financial support, setting forth long and shortrange goals.

2. A description of the site, map of the proposed location, site survey and soil analysis, with evidence that applicant holds title, must be submitted to the Department for approval. (See Application for Site Approval-Appendix 3)

3. The site must meet the generally accepted criteria for the site of a library of the kind being proposed.

4. The applicant shall have a fee simple title or such other estate or interest in the site, including access thereto, as is sufficient to assure undisturbed use and possession of facilities for not less than the expected useful life of the facility.

5. The site must be certified by the U. S. Army Corps of Engineers as safe from flood hazard,

6. A qualified librarian consultant approved by the Department must assist in preparing the library building and development program and work with the architect.

7. Preliminary plans and specification, and final plans and specifications for the proposed building must be approved by the Department.

8. The applicant must provide and maintain a State licensed architect and adequate competent engineering supervision and inspection at the project to insure that the completed work conforms with the approved plans and specifications.

9. Size of the building, design, kind of construction, and facilities to be provided should be based upon the written library building and development program. In general, the building should be adequate to meet present needs and make future library development possible.

10. The Department of Libraries shall apply the following criteria to determine adequacy of the size of the proposed building, but will also give consideration to local conditions and special needs.

    (a) For areas of less than 50,000 population, the square footage as recommended in Interim Standards for Small Public Libraries, A. L. A., 1962.

    (b) For areas of more than 50,000 population, the square footage recommended in Wheeler and Goldhor, Practical Administation of Public Libraries, Harper and Row, 1962.

11. The building must be designed to permit future expansion.

12. The building must be constructed so as to be accessible to and usable by the aged, physically handicapped, and children. The international symbol of access to the handicapped must be displayed in a prominent place. The architect must certify that the building will be so designed. (See Appendices 6 & 6.1)

13. The building must be designed for ease of supervision, economy of maintenance, and efficient operation of services.

14. The building must meet accepted standards for the kinds of services proposed to be given from it.

15. The building must be equipped with year-round facilities for the control of temperature and humidity, and quality lighting must be maintained.

16. The building must conform to the local and the State building codes and ordinances regarding off-street parking, access walks, delivery areas, fire and safety, etc.

17. When specifications call for a plaque in the completed building indicating the date of completion and source of funds, LSCA funds shall be noted.

18. Cost of the facility per square foot must be in line with other local construction of a comparable kind. The project should be undertaken in an economic manner and not be elaborate or extravagant in design or materials.

19. If furnishings and equipment are included in the project, they should meet standards set by the Department of Libraries.

20. In the case of grants for remodeling or enlargement of existing facilities, the applicant must provide a certificate of worthiness signed by an Oklahoma registered professional engineer whose specialty is civil or structural engineering stating that the present building is structurally sound; and the finished building must meet all the building criteria for new construction.

Bids, Specifications, and Construction Contract

1. Applicant shall comply with all provisions of State law and local ordinances applicable to public works planning, construction, and financing.

2. Actual construction work must be performed by the lump sum (fixed price) contract method, and all construction contracts shall be awarded to the lowest qualified bidder on the basis of open competitive bidding, except that, if one or more items of construction are covered by an established alternative procedure, consistent with State and local laws and regulations, which is approved by the Department as designed to assure construction in an economical manner consistent with sound business practice, such alternative procedure may be followed.

3. Bids for construction must not be advertised until final working drawings and specifications have been approved by the Department of Libraries and the applicant so notified in writing.

4. Bids for equipment to be purchased under the project must not be advertised until specifications have been approved by the Department of Libraries and the applicant so notified in writing.

5. Applicant must give assurance that the equipment purchased under this project will be used only in new, remodeled, expanded, or altered buildings, not in existing buildings.

6. The bid specifications must require that the successful bidder sign the construction contract within 30 days after the bids are opened and the contract awarded.

7. A tabulation of bids and one copy of the executed construction contract must be submitted to the Department of Libraries.

8. The construction contract must require the contractor to furnish performance and payment bonds, the amount of which shall each be in an amount not less than 100% of the contract price, and to maintain during the life of the contract adequate fire, workmen's compensation, public liability, and property damage insurance.

9. Any change or changes in the contract which (a) make any major alteration in the work required by the plans and specifications, or (b) raise the total contract price over the approved estimate of cost of the work covered by the plans and specifications must be submitted to the Department of Libraries for prior approval.

10. The construction contract must provide that the Department of Libraries and its representatives will have access at all times to the work wherever it is in preparation or progress, and that the contractor will provide proper facilities for such access and inspection.

11. When the proposed library construction is to be attached to an existing building to be used for another purpose, evidence must be submitted that the costs are those solely for that part of the building to be used for library purposes.

12. In the case of new construction of a multi-purpose building, only part of which will be used for public library purposes, the entire construction must be supervised by the Department of Libraries to the extent necessary to insure that all Federal wage and labor provisions are carried out with respect to that part of the building which will be devoted to public library use.

13. The sites of all construction projects shall display a sign stating that Federal funds under the Library Services and Construction Act are being used for such construction.

14. Federal funds received under this application must be expended solely for the purposes for which paid, and the applicant will be expected to repay the Department of Libraries any funds which have been lost or diverted from the purposes for which paid.

15. The applicant shall comply with whatever procedures may be established to implement section 102C. of the National Environmental Policy Act of 1969 and Executive Order No. 11514.

16. The Department is required by the State Clearinghouse in the Office of Community Affairs and Planning to comment on the environmental impact of the proposed construction, including any danger of water pollution, so the applicant shall also comply with whatever policies and procedures are established to implement Executive Order No. 11288 with regard to the prevention of water pollution.

17. The applicant shall comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, P. L. 91-646 and its applicability to the Library Services and Construction Act, as amended by P. L. 91-600, which provides relocation payments and assistance to persons and businesses displaced as a result of activities assisted in whole or in part with Federal funds when the applicant of the project is a public agency. Such payments and assistance are chargeable to the individual construction project in the same manner and to the same extent as other project costs, except the Federal share shall be 100 percent with respect to the first $25,000 per person until July 1, 1972. After that date such costs will be shared on the same percentage basis as other eligible project costs. No public library construction project grant can be approved by the Department until satisfactory assurances have been made that relocation requirements are being met. These assurances are to be made on forms HEW-537B, C, and D (see App. 12, 13, 14).

18. The applicant shall comply with the requirements of the National Historic Preservation Act of 1966 which provides for the protection of sites and buildings that are of significant importance to American history. The Department must receive an assurance in regard to each public library construction application that there will be no adverse effect upon such historic property.

Records, Reports, Audit and Inspection

1. Applicant shall secure and provide any and all reports pertaining to the projects as may be reasonably required by the Department of Libraries, including reports of expenditures. The applicant will submit the following for the approval of the Oklahoma Department of Libraries, all of which will become a part of the applicant's application:

   (1) Letter of Intent to the Department of Libraries
   (2) Notification of Intent to Apply for Federal Assistance to the Clearinghouse(s) (See App. C)
   (3) Construction Project Application, Part I and HEW Form 441-Statement of Compliance (See App. 1, 4)
   (4) Selection of the Architect
   (5) Application for Site Approval (See App. 3)
   (6) Certification of Flood Hazard
   (7) Assurance of compliance with requirements of Uniform Relocation Assistance and Real Property Acquisitions Policies Act (See App. 12, 13, 14)
   (8) Assurance of compliance with National Historic Preservation Act
   (9) Construction Project Application, Part II (See App. 2)
   (10) Written Building and Library Development Program
   (11) Letter certifying availability of required matching funds
   (12) Certificate of Worthiness of Existing Building (when applicable)
   (13) Site survey and soil analysis
   (14) Preliminary plans, drawings, and specifications
   (15) Certification of accessibility for the handicapped (See App. 6, 6.1)
   (16) Final plans, drawings, and specifications
   (17) Final Financial Analysis (See App. 8)
   (18) Contract Documents (including Advertisement for Bids, Bid Form Proposal, General and Specific Specifications and Plans, Tabulations of Bids, and Construction Contract)
   (19) Construction and Payment Schedule

2. Separate financial records should be maintained for the building project.

3. A fiscal audit must be made on completion of the project by an independent certified public accountant, or an independent licensed public accountant certified or licensed by the Oklahoma State Board of Public Accountancy, of all expenditures of funds committed to the approved project whether State, local or Federal, with supporting documents to be retained for three years after the close of the fiscal year in which the expenditure was made under the State plan; or, if a Federal audit has not occurred within three years (1) for five years after the close of the fiscal year in which the expenditure was made under the State plan or

(2) until the State agency is notified of the completion of the Federal audit, whichever is earlier. This audit must contain the auditor's opinion on the allowability of the project costs and must relate Federal funds advanced to the grantee with the amount of Federal funds awarded and earned on the project and the resulting balance due or overpaid to the grantee.

4. The records involved in any claim or expenditure which has been questioned by the Federal audit shall be maintained until necessary adjustments have been approved by the Commissioner.

5. An inventory record will be required annually to certify that equipment purchased is still being used for purposes of the grant with a list of any items not still being used for purpose of the grant and an explanation.

Federal Labor Standards

Both the applicant and the Oklahoma Department of Libraries have responsibilities for insuring full compliance with all applicable Federal labor standards on the construction project as set forth in the U. S. Office of Education form OE-5162 (rev. 3-67).

Nondiscrimination in Employment

1. Executive Order No. 11246, effective October 24, 1965, requires the inclusion of equal employment opportunity provisions in all Federally assisted construction contracts.

   All construction contracts or subcontracts amounting to more than $10,000 shall contain the following conditions:

   (a) The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

   (b) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, or national origin.

   (c) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

   (d) The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(e) The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the Oklahoma Department of Libraries, Office of Education, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(f) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or Federally-assisted construction contracts, in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(g) The Contractor will include the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontractor or purchase order as the Oklahoma Department of Libraries or the Office of Education may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Oklahoma Department of Libraries or the Office of Education, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

2. The invitation-for-bid documents which are furnished to prospective bidders shall include the following paragraph:

Notice of Requirements for Certification of Nonsegregated Facilities--Bidders are cautioned as follows: By signing this bid, the bidder will be deemed to have signed and agreed to the provisions of the "Certification of Nonsegregated Facilities" in this solicitation. The Certification provides that the bidder does not maintain or provide for his employees facilities which are segregated on a basis of race, creed, color, or national orgin, whether such facilities are segregated by directive or on a de facto basis. The Certification also provides that he will not maintain such segregated facilities. Failure of a bidder to agree to the Certification of Nonsegregated Facilities will render his bid nonresponsive to the terms of solicitations involving awards of contracts exceeding $10,000 which are not exempt from the provisions of the Equal Opportunity clause.

3. Each contractor and subcontractor shall execute the Certification of Non-segregated Facilities which shall be submitted as a part of his bid. (Appendix 5.)

4. The Department of Libraries is required to file, and has filed HEW Form 441, "Statement of Compliance" giving assurance that the State program under the Library Services and Construction Act is being conducted in such a manner that no person will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under such program or programs on the ground of race, color, or national origin. (Appendix 4.)

FEDERAL LABOR STANDARDS UNDER THE LIBRARY SERVICES AND CONSTRUCTION ACT

Responsibilities of the Applicant and
Oklahoma Department of Libraries

FOREWORD

As a condition for approval by the Oklahoma Department of Libraries of a local project under The Oklahoma Plan for Title II of the Library Services and Construction Act, the project specifications must contain assurances that the rates of pay for laborers and mechanics engaged in the construction will not be less than the rates prevailing in that locality on projects of a character similar to the contract work as determined by the Secretary of Labor.

The provisions contained herein must be included in each construction contract in excess of $2,000 that requires that the employment of laborers and mechanics on the site of the work.

The successful bidder will be expected to familiarize himself with and conform to all provisions of the pertinent labor standards, including the applicable provisions concerning minimum rates determined pursuant to the Davis-Bacon Act, overtime requirements of the Contract Work Hours Standards Act, and the anti-kickback provisions of the Copeland Act. Any violations of these standards can result in the withholding of Federal funds with respect to the project and other penalties.

After the contract is awarded but before any work is started on a project, the applicant should arrange a preconstruction conference with all interested parties to clarify the pertinent administrative requirements of the labor standards. The conferees should include prime contractors and subcontractors, and appropriate representatives of the Oklahoma Department of Libraries and local library.

The terms "applicant" and "owner" are used synonomously in this section.

PROCEDURES BEFORE BIDDING

1. Wage Determination

The applicant submits a wage determination request to the Oklahoma Department of Libraries for forwarding to the Office of Construction Service, U. S. Office of Education, not to the Department of Labor. The request should reach the Office of Construction Service no less than five weeks before the date of bid opening.

The Office of Construction Service will return three copies of the wage determination to the Oklahoma Department of Libraries. The Oklahoma Department of Libraries will keep one copy and send others to the applicant.

A U. S. Department of Labor wage determination with its amendments is effective for 120 days from date of determination. If the initial wage determination is not used in the period of its effectiveness, it is void. If it appears that it will expire between bid opening and award, the applicant should request a new determination sufficiently in advance of bid opening to assure receipt prior thereto. However, when due to unavoidable circumstances a determination expires before award and after bid opening, the Solicitor of Labor may extend the expiration date of a determination if he finds it necessary and proper to prevent injustice or undue hardship. In such cases the extension is based upon written evidence of injustice or hardship to be submitted by the Oklahoma Department of Libraries to the U. S. Office of Education for transmittal to the Department of Labor. (29 CFR Parts 5.3 and 5.4.)

The Oklahoma Department of Labor revises its wage determinations for each county at the beginning of each fiscal year (July 1) and this determination is effective for

the following fiscal year. The bid must contain the state wage determination of the fiscal year in which the bid will be opened and awarded, then this state wage determination of this bid awarding continues to be in effect during the duration of the contract.

The contractor must pay at least as much as the top pay scale of the Federal or the State (whichever is higher) wage determination for each job position.

2. Insertion of required contract clauses

These are usually included as part of the General Conditions (Contract documents) in the specifications for bidders. It is the responsibility of the applicant and the Oklahoma Department of Libraries to check on both the bid specifications and in the contract to see that they are included. For required clauses see Appendix B (29 CFR Part 5.5 (a) and (c) and the nondiscrimination clause prescribed by Executive Order No. 10925 of March 6, 1961 (26 F.R. 1977), as amended by Parts II and III of Executive Order No. 11114 of June 22, 1963. (28 F.R. 6485)

COMPLIANCE PROCEDURES AND INVESTIGATIONS AFTER BID AWARD

1. Posting of Minimum Wage Determination. The wage rate determination shall be posted by the contractor at the site of the work in a prominent place where it can be easily seen by the workers. It is the responsibility of the applicant to see that it is so posted. (29 CFR 5.5 (a) (1) (i))

2. Payroll Retention and Submission

a. Payrolls and basic payroll records of the Contractor and Sub-Contractors will be maintained during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records will contain the name and address of each such employee, his correct classification, rate of pay, daily and weekly number of hours worked, deductions made, and actual wages paid. The Contractor will make his employment records available for inspection by authorized representatives of the Oklahoma Department of Libraries, the Secretary of Labor, and the U. S. Office of Education, and will permit such representatives to interview employees during the working hours, on the job. (29 CFR Part 3.4 (b).)

b. The Contractor will submit weekly a copy of all payrolls to the owner (applicant) or his duly authorized representative. The copy shall be accompanied by a statement indicating that the payrolls are correct and complete, that the wage rates contained therein are not less than those determined by the U. S. Secretary of Labor or the Oklahoma Commissioner of Labor and that the classifications set forth for each laborer or mechanic conform with the work he performed. The submission of a "Weekly Statement of Compliance" (See sample form Appendix 9)which is required under this contract and the Copeland regulations of the Secretary of Labor (29 CFR, Part 3) shall satisfy this requirement. Such copies shall be retained for a period of three years from the completion of the contract and shall be available for inspection by authorized representatives of the Oklahoma Department of Libraries, the Secretary of Labor, and the U. S. Office of Education. Receipt and maintenance of such copies is the initial responsibility of the applicant. It is the responsibility of the Oklahoma Department of Libraries to see that these are being properly received and kept. Later, the file may be transferred from the applicant to the Oklahoma Department of Libraries. (29 CFR Parts 3.3 and 3.4 (a)).

3. Payroll Examination. All payrolls will be checked by the applicant against the applicable wage determination decisions of the U. S. Secretary of Labor and of the Oklahoma Commissioner of Labor to verify labor standards compliance and to ascertain the following:

(a) That the rates paid to various classification of employees are not less than these specified in the applicable wage determination.

(b) That the ratio of apprentices to journeymen is not disproportionate.

(c) That the ratio of laborers to journeymen is not disproportionate.

(d) That the ratio of helpers to journeymen is not disproportionate.

(e) That each classification shown in the payrolls is a classification for which a rate was predetermined in the applicable wage determination.

(f) That there are included in the payrolls those classifications of workers who would according to the progress of construction, logically perform the work carried on during the weeks in question. (29 CFR Part 5.6 (2))

4. On the Job Interviews. The Oklahoma Department of Libraries shall make an "on the site" labor standards check of an employee in each classification or craft, at least once a month during the project including without limitation the following:

(a) Interviewing of a representative number of employees including but not necessarily limited to one employee in each classification or craft to ascertain what work the employee is doing, the hours he has worked, and his regular rate of pay. This information shall be checked against the payrolls and the applicable wage determination decision to verify compliance.

(b) Checking of the registration of all apprentices. (See Contract clause: APPRENTICES in Appendix B .) The investigator should use an interview form and may use one such as the "Routine Labor Relations Interview," a copy of which is attached (Appendix 10). Such a report properly signed, should be attached to the applicant's copy of the payroll record for the week in which the interview was made.

Upon arriving for the interview, the investigator should tell the contractor or project engineer the purpose of his visit. The actual interviews are then conducted out of sight and hearing of the employee's supervisor and the contractor. In conducting investigations, including those of complaints of alleged violations, all statements, written or oral, made by an employee are to be treated as confidential and shall not be disclosed to his employer without the written consent of the employee. (29 CFR Part 5.6 (3)).

If there is evidence of labor standards non-compliance, restitution shall be required of the contractor or sub-contractor, and the owner shall, after written notice to the contractor, withhold from the contractor such advances, guarantees, and accrued payments as are administratively determined necessary to cover any liquidated damages and the restitution due laborers and mechanics employed by the contractor or sub-contractor. The owner also has the option of terminating the contract in accordance with its provisions. If there is evidence that the violations were aggravated, willful, or resulted in underpayments of $500 or more, a detailed report, including information as to restitution made; payments, advances, and guarantees of funds withheld, contract terminations; and the name and address of

Contract Clauses

GENERAL CONDITIONS

WAGE RATES

(a) There shall be paid each laborer or mechanic of the Contractor or subcontractor engaged in work on the project under this contract in the trade or occupation not less than the hourly wage rate established by the U. S. Secretary of Labor or the Oklahoma Commissioner of Labor (whichever is the higher) regardless of any contractual relationship which may be alleged to exist between the contractor or any subcontractor and such laborers and mechanics.

(b) If, after the award of the contract, it becomes necessary to employ any person in a trade or occupation not classified in the wage determinations, such person shall be paid at not less than such rate as shall be determined by the officials mentioned above. Such approved minimum rate shall be retroactive to the time of the initial employment of such person in such trade or occupation. The Contractor shall notify the Owner of his intention to employ persons in trades or occupations not classified in sufficient time for the Owner to obtain approved rates for such trades or occupations.

(c) The specified wage rates are minimum rates only, and the Owner will not consider any claims for additional compensation made by the Contractor because of payment by the Contractor of any wage rate in excess of the applicable rate contained in this contract. All disputes in regard to the payment of wages in excess of those specified in this contract shall be adjusted by the Contractor.

(d) Except as may be otherwise required by law, all claims and disputes pertaining to the classification of labor employed on the project under this contract shall be decided by the Owner's governing body or other duly designated official.

APPRENTICES

Apprentices shall be permitted to work only under a bona fide apprenticeship program registered with a State Apprenticeship Council which is recognized by the Federal Committee on Apprenticeship, U. S. Department of Labor; or if no such Council exists in a State, under a program registered with the Bureau of Apprenticeship, U. S. Department of Labor.

OVERTIME COMPENSATION

This contract is subject to the applicable provisions of the Contract Work Hours Standards Act, Public Law 87-581, 87th Congress.

(a) Overtime Requirements.

No contractor or subcontractor contracting for any part of the contract work shall require or permit any laborer or mechanic to be employed on such work in excess of eight hours in any calendar day or in excess of forty hours in any workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times his basic rate of pay for all hours worked in excess of eight hours in any calendar day or in excess of forty hours in such workweek, as the case may be.

each laborer and mechanic and contractor or subcontractor affected, and the day or days of such violations, shall be submitted by the owner through the Oklahoma Department of Libraries to the U. S. Office of Education. No report need be made where the underpayments total less than $500, if non-willful, if restitution has been made, and if the State has received assurance of future compliance. (29 CFR Parts 5.6 and 5.7).

Federal Regulations (29 CFR Part 3) pursuant to Copeland Act and 29 CFR Part 5 pursuant to the Davis-Bacon Act and the Contract Work Hours Standards Act.

Copies of these parts of the Federal Regulations have been furnished the Oklahoma Department of Libraries. It is suggested that these be studied carefully. For that purpose citations to the pertinent section of the REGULATIONS are made at the end of each item.

(b) Violations: liability for unpaid wages: liquidated damages.

In the event of any violation of the clause set forth in paragraph (a), the contractor and any subcontractor responsible therefore shall be liable to any affected employees for his unpaid wages. In addition, such contractor or subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed, with respect to each individual laborer or mechanic employed in violation of the clause (a), in the sum of $10 for each calendar day on which such employee was required or permitted to work in excess of eight hours or in excess of forty hours in a workweek without payment of the overtime wages required by the clause (a).

(c) Withholding for unpaid wages and liquidated damages.

The Oklahoma Department of Libraries may withhold, or cause to be withheld from any monies payable on account of work performed by the Contractor or subcontractor, the full amount of wages required by the contract and such sums as may administratively be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for liquidated damages as provided in clause (b).

(d) Insertion of clauses in subcontracts.

The contractor agrees to insert the foregoing clauses (a), (b), and (c), this clause (d), and the following three paragraphs in all subcontracts.

Employees Covered.

Except as otherwise expressly provided in the Act, the provisions of the Act shall apply to all laborers and mechanics, including watchmen and guards, employed by any contractor or subcontractor in the performance of any part of the work contemplated by any such contract. ("Act" as used in this and the following two paragraphs refers to the Contract Work Hours Standards Act, Public Law 86-581, 87th Congress.)

Regulations.

The Regulations issued by the U. S. Department of Labor with respect to the Act (and incorporated by reference in the Regulations issued by the U. S. Department of Health, Education, and Welfare with respect to the Library Services and Construction Act, Public Law 597, 84th Congress, as amended) shall apply to this contract.

Penalty.

Any contractor or subcontractor whose duty it shall be to employ, direct, or control any laborer or mechanic employed in the performance of any work contemplated by this contract who shall intentionally violate any provision of this Act, shall be deemed guilty of a misdemeanor, and for each and every such offense shall upon conviction be punished by a fine of not to exceed $1,000 or by imprisonment for not more than six months, or by both such fine and imprisonment, in the discretion of the court having jurisdiction thereof.

POSTING MINIMUM WAGE RATES

The Contractor shall post at appropriate conspicuous points at the site of the project a

schedule showing all determined minimum wage rates for the various classes of laborers and mechanics to be engaged in work on the project under this contract and all deductions, if any, required by law to be made from unpaid wages actually earned by the laborers and mechanics so engaged.

PAYMENT OF EMPLOYEES

The Contractor and each of his subcontractors shall pay each of his employees engaged in work on the project under this contract in full (less deductions made mandatory by law) in cash and not less often than once each week less legally required deductions and also deductions made pursuant to the regulations prescribed under the so-called "Anti-Kickback Statute" (48 Stat. 948; 18 U.S.C. 974; 40 U.S.C. 278c); Provided, that when circumstances render payment in cash infeasible or impracticable, payment by check may be effected upon consideration that funds are made available in a local bank and checks may be cashed without charge, trade requirements, or inconvenience to the worker.

"ANTI-KICKBACK STATUTE" AND REGULATIONS

The Contractor and each of his subcontractors shall comply with the following statutes (and with regulations issued pursuant thereto, which are incorporated herein by reference):

Title 18 U.S.C., Section 874:

"874. Kickback from public works employees. - - Whoever, by force, intimidation, or threat of procuring dismissal from employment or by any other manner whatsoever induces any person employed in the construction, prosecution, completion or repair of any public building, public work, or building or work financed in whole or in part by loans and grants from the United States, to give up any part of the compensation to which he is entitled under his contract or employment, shall be fined not more than $5,000 or imprisoned not more than five years, or both."

Title 40 U.S.C., Section 276c:

"276c. Regulations governing Contractors and subcontractors. - - The Secretary of Labor shall make reasonable regulations for Contractors and Subcontractors engaged in the construction, prosecution, completion or repair of public buildings, public works or buildings or works financed in whole or in part by loans or grants from the United States, including a provision that each Contractor and Subcontractor shall furnish weekly a statement with respect to the wages paid each employee during the preceeding week." Section 1001 of Title 18 shall apply to such statements.

WAGE UNDERPAYMENTS AND ADJUSTMENTS

The Contractor agrees that, in case of underpayment of wages to any worker on the project under this contract by the Contractor or any Subcontractor, the Owner shall withhold from the Contractor out of payments due, an amount sufficient to pay such worker the difference between the wages required to be paid under this contract and the wages actually paid such worker for the total number of hours worked and that the Owner may disburse such amount so withheld by it for and on account of the Contractor to the employee to whom such amount is due. The Contractor further agrees that the amount to be withheld pursuant to this paragraph may be in addition to the percentages to be retained by the Owner pursuant to other provisions of this contract.

CONTRACTORS' AND SUBCONTRACTORS' PAYROLLS

(a) The Contractor and each of his Subcontractors shall prepare his payrolls on forms prescribed and in accordance with instructions to be furnished by the Oklahoma Department of Libraries. Within seven (7) days after the regular payment date of the payroll, the Contractor shall deliver to the Owner a certified legible copy or copies of each such payroll. Each such payroll shall contain the statement required by the Federal Regulations issued pursuant to the "Anti-Kickback Statute," which are incorporated herein by reference.

(b) The Contractor shall not carry on his payrolls any person not employed by him. The Contractor shall not carry on his payrolls employees of a Subcontractor but such employees must be carried only on the payrolls of the employing Subcontractors.

(c) Each Contractor or Subcontractor shall preserve his weekly payroll records for a period of three (3) years from the date of completion of the contract. The payroll records shall set out accurately and completely the name and address, correct occupational classification, and hourly wage rate of each employee, hours worked by him during the payroll period, and full weekly wages, and the deductions made from such weekly wages, and the actual weekly wages paid to him. Each Contractor or Subcontractor shall make such payroll records available at all times for inspection by the Owner or his authorized representatives, and by authorized representatives of the Oklahoma Department of Libraries, The U. S. Office of Education and the Department of Labor. Each Contractor or Subcontractor will permit such representatives to interview employees during working hours on the job.

Appendix C
CONSTRUCTION
Rules and Regulations
Oklahoma
Date filed: 12-13-71
Date effective: 1-3-72

CLEARINGHOUSE
INFORMATION TO APPLICANTS

NOTICE TO APPLICANTS

Effective immediately, all applicants for grants under this program are subject to the requirements of the

PROJECT NOTIFICATION AND REVIEW SYSTEM

The purpose of the system is to facilitate coordination of State, regional, and local planning and development through the establishment and use of a network of State, regional, and metropolitan clearinghouses. The functions of the clearinghouses are to identify the relationship of any project to Statewide or areawide comprehensive plans, and to identify the relationship of any project to the plans or programs of particular State agencies or local governments. The system is the means of carrying out the policies and directives of Title IV of the Intergovernmental Cooperation Act of 1968 and the requirements of Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966.

The project notification and review system is also designed to enable early contact between applicants for Federal assistance and State and local governments and agencies in order that there will be sufficient time and opportunity for effective coordination before the application is developed.

Applicant's Responsibilities

As soon as an applicant decides to request support from the Department for a proposed project and has filed a Notice of Intent under this program, the applicant:

1. Must notify both the State and either the regional or metropolitan clearinghouses of the intent to apply for Federal assistance at least sixty days before a formal application is submitted to the funding agency. The notification must contain sufficient information to enable the clearinghouses to review the proposed activity and to determine those other agencies within the clearinghouse area which would have an interest in the proposed project. The information to be included in the notification and a suggested format for its presentation are shown on the attachment to these instructions.

2. Must confer with the clearinghouse(s) or other appropriate agencies when so requested to discuss any issues which the proposed project may have raised to resolve such issues, if possible while the application is under development, and incorporate agreed upon modifications.

3. Must send the completed application to the clearinghouse(s) for comment if issues remain unresolved and the clearinghouse notifies the applicant of its intent to make comments.

CLEARINGHOUSE
INFORMATION TO APPLICANTS

4. Must include with the application, when submitted to the Department, a statement that the procedures outlined above have been followed, and that (a) no comments have been received from the clearinghouse(s), (b) that the comments of the clearinghouse(s) have been considered in the development of the application, or (c) that the comments of the clearinghouse(s) on unresolved issues are transmitted with the application.

Addresses of Clearinghouses

A Directory of Clearinghouses is a part of this Appendix C. The regional or metropolitan clearinghouse to which the Notification is sent is the clearinghouse which has responsibility for the geographic area in which the proposed activity will take place.

Time Schedule for System

1. The notification must be sent to the clearinghouse at least sixty days before a formal application is to be submitted to the funding agency.

2. Clearinghouses have 60 days after receipt of notification from the applicant in which to disseminate the information in the notification to other appropriate State, local, regional, or subregional agencies, and in which to make their own review of the information. Within this 60 day period the clearinghouse(s) should also arrange with the applicant conferences or consultations on any issues raised on the proposed project.

   a. A notification under any program which requires an enviornmental impact statement must be accompanied by a statement of the nature and extent of environmental impact anticipated.
   b. A notification relative to any proposed project which will involve construction (buildings or other permanent facilities) must be accompanied by a sketch location map in sufficient detail to enable any reviewing agency to pinpoint the exact location.

3. If by the end of 30 days the applicant receives no request from the clearinghouse for further consultation, or if all issues raised are resolved through discussion between the applicant and the interested agency, applicants may complete and submit the application to the Department (except see 5 below).

4. If issues raised are not resolved through discussion, the clearinghouse may notify the applicant that it wishes to make comments on the completed application. Applicants must then submit the completed application to the clearinghouse before it is sent to the Department, and allow the clearinghouse 30 days in which to file comments with the applicant (see also 5 below).

CLEARINGHOUSE
INFORMATION TO APPLICANTS

5. Applicants who intend to apply for a construction grant which is subject to Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966 and which is located in an area covered by a metropolitan clearinghouse must be notified in writing by the metropolitan clearinghouse that it has no comment to make on the notification, or if the clearinghouse has asked to comment on the application must allow 60 days for the clearinghouse to make such comments.

Submission of Application

The notification to the clearinghouses, discussions to resolve issues while the application is under preparation, and the receipt of comments on the completed application (when necessary) are all actions to be completed before the application is submitted to the Department. Applications received which have not been processed through the project notification and review system in accordance with these instructions will be returned to the applicant as incomplete. The Department will notify the clearinghouse of all grants made.

STATE APPLICATION IDENTIFIER 1-8	CARD TYPE 9	

10-11 01	APPLICANT PROJECT TITLE 12-71			
02	APPLICANT AGENCY 12-45	DIVISION 46-79		
03	APPLICANT ADDRESS (street) 12-45	CITY 46-60	COUNTY 61-75	ZIP CODE 76-80
04	CONTACT PERSON 12-45	AREA 46-48	PHONE 49-55	EXT 56-59
05	12-71 PROJECT DESCRIPTION - NATURE, PURPOSE AND BENIFICIARIES (use 6 lines if needed) line 1			
06	12-71 line 2			
07	12-71 line 3			
08	12-71 line 4			
09	12-71 line 5			
10	12-71 line 6			
11	PROJECT LOCATION CITY 12-45	PROJECT LOCATION COUNTY 46-79		

	FEDERAL FUNDS		MATCHING FUNDS			
12	GRANT 12-19	OTHER 20-27	STATE 28-35	LOCAL 36-43	OTHER FUNDS 44-51	TOTAL FUNDS 52-60
		**			††	

13	TYPE OF OTHER FEDERAL FUNDS 12-45 **	TYPE OF OTHER NON-FEDERAL FUNDS 46-79 ††
14	FEDERAL PROGRAM TITLE 12-71	
15	FEDERAL AGENCY NAME 12-45	FEDERAL SUB-AGENCY 46-79

		ACTION DATE 32-37			STARTING DATE 38-43			ENDING DATE 44-49		
16	FEDERAL CATALOG NUMBER 12-31	MO.	DAY	YEAR	MO.	DAY	YEAR	MO.	DAY	YEAR

17

TYPE OF APPLICANT: (check the single most applicable box)

STATE	INTER-STATE	COUNTY	CITY	SCHOOL DISTRICT	SPECIAL UNIT	COMMUNITY ACTION	SPONSORED ORGANIZATION	OTHER
12	13	14	15	16	17	18	19	20

TYPE OF ACTION: (check as many boxes as apply to this action)

NEW GRANT	CONTINUATION GRANT	SUPPLEMENT GRANT	INCREASE DURATION	DECREASE DURATION	CANCELLATION	INCREASE DOLLARS	DECREASE DOLLARS
21	22	23	24	25	26	27	28

IS STATE PLAN REQUIRED?		IS PROJECT UNDER A95 JURISDICTION?		ENVIRONMENTAL IMPACT		FORM 240 APPROVAL	
YES	NO	YES	NO	YES	NO	YES	NO
29	30	31	32	33	34	35	36

INSTRUCTIONS FOR PREPARATION OF INRS FORM

Please type or print all entries

SAI & CARD TYPE.	Leave blank. State Clearinghouse will assign a number.
LINE 01.	Applicant Project Title. A brief description name of the project. Use location of the project title when feasible. For Example: "Altus Airport Expansion".
LINE 02	Applicant Agency. The state agency, county, city, town or other unit of government authorized and making application for federal aid. Division. When applicable, the sub-agency of the applicant responsible for administering the project i.e., City Police Department.
LINE 03	Address. Official mailing address of the applicant.
LINE 04	Contact Person. The representative of the applicant, or the applicant, considered as legally authorized to act on behalf of the project, and his telephone number.
LINE 05 to 10	Project Description. A brief narrative description of the nature, purpose and beneficiaries of the project.
LINE 11	Project Location City. The city or town primarily benefiting from the project. Project Location County. The county primarily benefiting from the project or the county in which the impact city is located.
LINE 12 Example: $ 12,000.33 should be 12000	Federal Funds-Grant. Enter total amount of money received in the grant. Please use numbers ONLY. DO NOT USE dollar signs, commas or decimals. Your amount should reflect rounding to the nearest dollar and omit the CENTS. Federal Funds-Other. Enter total amount of federal money received that is not considered a grant. This includes but is not limited to loans, payments, agreements and others. Please observe format for reporting money. Matching Funds-State. Enter dollar amounts as applicable observing reporting format. Matching Funds-Local. Enter dollar amounts as applicable observing reporting format.

LINE 12 (Continued) Other Funds. Enter total amount of money received from private donations, fellowships, etc., observing format for reporting money.

Total Funds. Enter dollar amounts as applicable observing reporting format.

LINE 13

Type of OTHER FEDERAL Funds. When LINE 12, "Federal Funds-Other" is used, please indicate on LINE 13 the type of funding used. For Example: Farmers Home Loan, etc.

Type of OTHER NON-FEDERAL Funds. When LINE 12, "Other Funds" is used, please indicate on LINE 13 the type of funding used. For Example: Ford Foundation, any private donation, etc.

LINE 14

Federal Program Title. Enter program title as listed in OEO catalog of Federal Domestic Assistance.

LINE 15

Federal Agency Name and Federal Sub-Agency. Enter the administering federal agency and sub-agency as listed in the OEO catalog, i.e., Department of Agriculture, FHA.

LINE 16

Federal Catalog Number. Enter the Federal Catalog Number for the project as listed in the Federal Domestic Assistance Catalog.

Action, Starting, and Ending Dates. Enter if known.

LINE 17

Type of Applicant. (Check most applicable box with a X only)

State - an organizational unit of State government.

Interstate - an organizational unit established by two or more States to coordinate certain regional programs such as water pollution.

County - an organizational unit of the government of the county.

City - an organizational unit of the government of a city, town, township or other municipality.

School District - a specified school district.

Special Unit - a special district or other limited-purpose political subdivision of a State, county, or city other than a school district (include here such institutions as public colleges and universities and intrastate regions such as water and sewer districts).

Community Action - a community action agency set up under Economic Opportunity Act of 1964 [illegible].

LINE 17 (Continued) Sponsored Organization - a public-purpose organization, other than an organizational unit of government that is a beneficiary under a plan or program administered by a State or a political subdivision of a State, county, or city and which is subject to approval by a Federal agency (e.g. Economic Development Districts).

Other - if the applicant is not covered by any of the previously mentioned types.

Type of Action (Check most applicable boxes with a X.

New Grant - an action considered by the grantor to be an award of a new grant.

Continuation Grant - an action that constitutes a continuation action within a multi-year grant (e.g. the second year award under a five year project period grant).

Supplement Grant - an action that increases the Federal contribution in certain cases where the eligible applicant cannot supply the required match share of the basic Federal program (e.g., grants awarded under the Ozarks Regional Commission's program).

Change in Existing Grant.

* Increase ($) - an increase in the dollar value.
* Decrease ($) - a decrease in the dollar value.
* Increase in Duration - an extension of the period of time the grant is available.
* Decrease in Duration - a reduction in the period of of time the grant is available.

Is State Plan Required? - Check appropriate block with X.

Is Project Under A-95 Jurisdiction? - Check block Yes.

Form 240 Approval - Leave blank for State Clearinghouse.

Environmental Impact - Check appropriate block with a X.

GRANT-IN-AID CLEARINGHOUSES

STATE:	JURISDICTION
State Grant-in-Aid Clearinghouse Carl E. Prier, Director Office of Community Affairs and Planning 4901 North Lincoln Oklahoma City, Oklahoma 73105	State of Oklahoma
REGIONAL	
Association of Central Oklahoma Governments L. Douglas Halley, Director 221 Plaza Court Building 1100 Classen Drive Oklahoma City, Oklahoma 73103	Canadian County Cleveland County Oklahoma County Logan County
Association of South Central Oklahoma Governments Col. Homer Snodgrass, Director 802 Main Street Duncan, Oklahoma 73533	Caddo County Comanche County Grady County Jefferson County McClain County Stephens County Tillman County
Central Oklahoma Economic Development Association Earl V. Price, Director 16 East 9th Street Shawnee, Oklahoma 74801	Hughes County Lincoln County Okfuskee County Pawnee County Payne County Pottawatomie County Seminole County
Eastern Oklahoma Economic Development District L. V. Watkins, Director P. O. Box 1367 Muskogee, Oklahoma 74401	Adair County Cherokee County McIntosh County Muskogee County Okmulgee County Sequoyah County Wagoner County

GRANT-IN-AID CLEARINGHOUSES

REGIONAL:	JURISDICTION
Indian Nation Council of Government Denton Kent, Director 200 Civic Center Tulsa, Oklahoma 74103	* Creek County Osage County Tulsa County
Kiamichi Economic Development District Bill Hill, Director Eastern Oklahoma A & M College Wilburton, Oklahoma 74578	Choctaw County Haskell County Latimer County Le Flore County McCurtain County Pittsburg County Pushmataha County
Northeastern Counties of Oklahoma Development District L. B. Earp, Director P. O. Box 591 Vinita, Oklahoma 74301	Craig County Delaware County Mayes County Nowata County Ottawa County Rogers County Washington County
Northern Oklahoma Development Association Fred Huffine, Director P. O. Box 3507 Enid, Oklahoma 73701	Alfalfa County Blaine County Garfield County Grant County Kay County Kingfisher County Major County Noble County
Oklahoma Economic Development Association Tom Crouch, Director P. O. Box 668 Beaver, Oklahoma 73932	Beaver County Cimarron County Dewey County Ellis County Harper County Texas County Woods County Woodward County

GRANT-IN-AID CLEARINGHOUSES

REGIONAL:	JURISDICTION
Southern Oklahoma Development Association Orlie J. Boehler, Director P. O. Box 3125 Ardmore Air Park Ardmore, Oklahoma 73401	Atoka County Bryan County Carter County Coal County Garvin County Johnston County Love County Marshall County Murray County Pontotoc County
Southwestern Oklahoma Development Authority Clark McWhorter, Director P. O. Box 659 Burns Flat, Oklahoma 73624	Beckham County Custer County Greer County Harmon County Jackson County Kiowa County Roger Mills Washita

* This county may change districts at a later date.

Appendix D
CONSTRUCTION
Rules and Regulations
Oklahoma
Date filed: 5-11-71
Date effective: 7/1/71

Procedures for
Securing Supplemental Federal Funds*
from the Public Works and Economic Development Act
and the Appalachian Regional Development Act

An applicant requesting funds from one of the Regional Commissions should seek instructions and proper forms from the appropriate Commission. Preliminary discussions should be held with a representative from the Commission to determine whether applicant is in an area eligible for consideration and whether library construction is in the Commission's State or regional plan for the said year.

Following favorable discussion, applications should be submitted to both State agencies (Library and Commission administering EDA or ARC) at the same time, including funds requested from both sources.

State library agency will send LSCA project to appropriate O.E. Regional Office for review. The Region will acknowledge receipt to State and remind State that all Title II projects supplemented by other Federal funds must be coordinated in Division of Library Services and Educational Facilities, Washington, D.C. The Office of Education and the agency administering the supplemented funds must enter into a written agreement regarding total administrative responsibility for project funding.

Certification must be made to the supplementing agency that project is acceptable to the Office of Education and meets all requirements for LSCA funding and that LSCA funds will be available when supplemental funds are approved. For projects initially supplemented by other Federal funds, LSCA funds will continue to be obligated at headquarters, BAVLP. When supplemental funds are approved and transferred to the Office of Education, the Bureau of Adult, Vocational, and Library Programs requests the obligation of LSCA and supplemental funds and the appropriate agencies are notified. In the event an application for supplemental funding is made after LSCA funds have been obligated, the same certification, agreements and notifications will be required.

States and local applicants should be encouraged to explore the need for supplementary funds prior to submitting a construction project.

*Program Memorandum--AVL (L-LSCA) 69-8

THE OKLAHOMA DEPARTMENT OF LIBRARIES

Title II, Library Services and Construction Act, as amended by P.L. 91-600

CONSTRUCTION PROJECT APPLICATION

Part I - Preliminary Application

(Three copies of this form should be completed and returned to the Oklahoma Department of Libraries, 109 State Capitol, Oklahoma City, Oklahoma 73105)

TO BE FILLED IN BY THE OKLAHOMA DEPARTMENT OF LIBRARIES

Project:

Date this part of application received:

Action taken (record dates):

The applicant, pursuant to Title II of the Library Services and Construction Act as amended, hereby applies for Federal funds from the allotment available to the State for the construction of the public library facility described below:

1. Legal name of applicant library:
2. If the library will not hold title to facility, give legal name of the agency of government (city or county) which is making joint application and will hold title:
3. Name and title of person designated to act as agent for the applicant to The Department of Libraries in all matters pertaining to the application:
4. Name and location of proposed facility:
5. Type of project proposed (check all included):

____New public library building

____Library quarters in new multi-purpose building

____Expansion of existing public library building

____Remodeling or alteration of existing public library building

____Initial equipment

____Site

____Other (describe)

THE OKLAHOMA DEPARTMENT OF LIBRARIES
CONSTRUCTION PROJECT APPLICATION, Part 1, p.2
PROJECT NO. _____

6. Give population to be served by the proposed building (use the latest Federal census):

   A. As a direct service outlet:

   B. Through provision of system services:

7. Cite state statutes and/or city charter and ordinances which provide legal authority for the establishment of the applicant library:

8. Give date applicant library was legally established:

9. Has the library filed an annual statistical and financial report with The Oklahoma Department of Libraries for the most recent fiscal year?

   Yes _____ No _____ Attached _____

10. Does applicant claim priority because the facility will serve as headquarters _____ or branch _____ (check one) of a multi-county or city-county Library system? _____

11. Give total budget anticipated for first full year of operation of library services in the proposed facility:

    $ _____

12. Give total amount spent for the library's operation during the most recent fiscal year.
    $ _____

    Source:

13. Indicate present facility from which public library service is given:

    _____ Separate library building

    Who holds title?

    When constructed?

    When was last major remodeling or enlargement?

    _____ Rented quarters

    _____ Shared quarters

    Shared with whom?

    Who holds title to building?

    _____ Other (describe)

THE OKLAHOMA DEPARTMENT OF LIBRARIES
CONSTRUCTION PROJECT APPLICATION, Part 1, p.3
PROJECT NO. _____

14. Why is the present facility inadequate?

15. What disposition of present quarters is planned?

16. Give total amount of floor space in square feet in the present library quarters:

17. Status of site:

Has a site been selected: Yes____ No____ (If answer is yes, describe and attach map.)

Paid option on site: Yes____ No____

Title obtained? Yes____ No____

Who holds title?

18. Status of plans?

Surveys or studies _____% complete

Preliminary plans _____% complete

Final plans and specifications _____% complete

19. Describe need for construction project:

20. Preliminary estimate of costs: (Do not include costs which are not eligible to use in matching grant funds. See Rules and Regulations.)

A. Administrative costs $_____

B. Architect's fees $_____

C. Site acquisition $_____

D. New construction $_____

E. Expansion, remodeling and alteration of existing buildings $_____

F. Equipment $_____

THE OKLAHOMA DEPARTMENT OF LIBRARIES
CONSTRUCTION PROJECT APPLICATION, Part I, p.4
PROJECT NO. _____

G. Other (specify) $ _____

Total $ _____

TOTAL ESTIMATED FEDERAL GRANT AND LOCAL MATCHING FUNDS REQUIRED TO COMPLETE PROJECT $ _____

21. Non-federal construction funds now available to applicant.

A. Amount $ _____

B. Source $ _____

22. Additional non-federal funds to be raised.

A. Amount $ _____

B. Source $ _____

C. Date available $ _____

23. Amount of federal grant requested $ _____

24. Estimated beginning date of construction:

THE OKLAHOMA DEPARTMENT OF LIBRARIES
CONSTRUCTION PROJECT APPLICATION, Part I, p.5
PROJECT NO. _____

SIGNED:

(For the applicant library)

_____ _____
Chairman, Library Board Date

_____ _____
Librarian Date

(For joint applicant - city or county)

_____ _____
Member, Board of County Commissioners, or municipal official Date

_____ _____
Member, Board of County Commissioners, or municipal official Date

_____ _____
Member, Board of County Commissioners, or municipal official Date

THE OKLAHOMA DEPARTMENT OF LIBRARIES

Title II, Library Services and Construction Act, as amended by P. L. 91-600

CONSTRUCTION PROJECT APPLICATION

Part II - Final Application

(Three copies of this form should be completed and returned to the Oklahoma Department of Libraries, 109 State Capitol, Oklahoma City, Oklahoma 73105)

TO BE FILLED IN BY THE OKLAHOMA DEPARTMENT OF LIBRARIES
Project:
Date this part of application received:
Action taken (record dates):

1. Legal name of applicant library:

2. Legal name of joint applicant:

3. Name and address of architect:
   Oklahoma License number:

4. Name and address of librarian consultant who will work with the applicant and the architect:

5. Applicant hereby gives assurance to the Oklahoma Department of Libraries:

A. That this form is the second part of a two-part application which, when executed by all parties, constitutes a contract between the Oklahoma Department of Libraries and the applicant.

B. That the applicant has read the RULES AND REGULATIONS of the Oklahoma State Plan for administering the Library Services and Construction Act, Title II, and intends to proceed with the construction project outlined in this Application.

C. That construction can begin promptly and no later than six months following approval of the application by the State Department and be completed within a reasonable length of time.

D. That in the event public library facilities, items of equipment, or land, purchased with grant funds, are sold or no longer used for the purpose authorized, the Federal Government shall be credited with its proportionate share of the value of such facilities, equipment or land.

E. That the library will serve all persons in the community free of charge and without discrimination.

F. That the State Department shall have authority to supervise and approve plans,

specifications, bid documents, contract awards, labor rates, and all documents of obligation or expenditures for the project, and that the applicant will not enter into a construction contract without the concurrence of the Department in the contract award.

G. That in the case of a library construction project which will be part of a multi-purpose building, the State Department shall have overall supervision of the construction of the entire building.

H. That separate financial records will be maintained for the building project excluding other library funds and that such records will be readily available for review or audit by the State Department or its representative; and that the applicant will make such reports as the State Department deems necessary to fulfill its obligations to State and Federal law.

I. That all laborers and mechanics employed by contractors or subcontractors on the construction project shall be paid wages at rates not less than those determined by the Secretary of Labor to be prevailing on similar construction in the locality in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276 a-5) and not less than the prevailing wages determined by the Oklahoma Department of Labor and shall receive overtime compensation in accordance with and subject to the provisions of the Contract Work Hours Standards Act (40 U.S.C. 327-330), as provided for in section 203 (a) (4) of the Act; that such contractors and subcontractors shall comply with the provisions of 29 CFR Part 3 (see 29 F.R. 97) and that all contracts and subcontracts for construction projects shall incorporate the contract clauses required by 29 CFR 5.5. (a) and (c) (see 29 F.R. 100, 101).

J. That the applicant will receive copies of all payrolls (on U.S. Department of Labor form WH 34-7) from contractors and subcontractors and will check them against the official "Wage Determinations" and will keep these payrolls on file until after the Federal Audit or 5 years.

K. That applicant will cooperate actively with the Oklahoma Department of Libraries, the U. S. Office of Education, and the Office of Federal Contract Compliance in obtaining the compliance of contractors and subcontractors with nondiscrimination in employment rules, regulations and relevant orders pursuant to Executive Order 11246; that it will furnish the Oklahoma Department of Libraries and the Office of Education such information as they may require for the supervision of such compliance; and that it will otherwise assist the Oklahoma Department of Libraries in the discharge of its primary responsibility for securing compliance.

In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, or if contractors or subcontractors engaged in the construction project refuse to comply, the Oklahoma Department of Libraries or the Office of Education may cancel, terminate or suspend in whole or in part the grant for the construction of public library facilities which applies to this agreement, may refrain from extending any further assistance under any of its programs subject to Executive Order 11246 until satisfactory assurance of future compliance has been received from such applicant, or may refer the case to the Department of Justice for appropriate legal proceedings.

The applicant further agrees that it will be bound by the above nondiscrimination in employment clause in any federally assisted construction work which it performs itself other than through the permanent work force directly employed by an agency of government.

L. That the Federal funds received under this contract as the State's share will be expended solely for the purpose for which paid and the applicant will repay to the Oklahoma Department of Libraries any funds which have been lost or diverted from the purpose for which paid.

OKLAHOMA DEPARTMENT OF LIBRARIES
CONSTRUCTION PROJECT APPLICATION, Part II, p.3
PROJECT _____

M. That the applicant has submitted to the Oklahoma Department of Libraries a step-by-step plan for providing minimum standard financial support for the services to be given from the proposed library, and intends to work to achieve these goals.

6. The Oklahoma Department of Libraries hereby gives assurance to the applicant:

A. That the applicant is assigned priority for a grant of funds in the amount of _____ which may be allotted to the State of Oklahoma for the fiscal year _____ under the State Plan for implementing the Library Services and Construction Act, Title II, and that no other library will be considered eligible for this grant unless applicant defaults.

B. That the actual amount of the grant will be negotiated by the Oklahoma Department of Libraries and the applicant and will be based on the federal share as shown in the Final Cost Analysis to be submitted by the applicant and approved by the Oklahoma Department of Libraries.

It is understood that payment of grant funds is contingent upon satisfactory compliance with the terms of this agreement, and with the RULES AND REGULATIONS adopted by the State Department for the administration of this program and will be made in accordance with the Construction and Payment Schedule.

C. The State Department further agrees to give all advice and assistance to the applicant which it properly can to expedite the successful completion of the construction project, in accordance with its responsibility for the over-all supervision of construction projects under this Act.

IT IS UNDERSTOOD by all parties to this agreement that said agreement is in accord with the State law and the legal authority of all parties

IF FOR ANY REASON the Federal funds under the Library Services and Construction Act should not be available to the State Department, this agreement shall be null and void.

SIGNED:

(For the applicant library)

_____ _____

Chairman, Library Board Date

_____ _____

Librarian Date

Reissued: 7-1-71
ODL/LSB - 6/11/70

OKLAHOMA DEPARTMENT OF LIBRARIES
CONSTRUCTION PROJECT APPLICATION, Part II, p.4
PROJECT _____

(For joint applicant - city or county_

_____ _____
Mayor Date

(For the Oklahoma Department of Libraries)

_____ _____
Ralph H. Funk, Director Date

APPLICATION FOR SITE APPROVAL

(Three copies of this form should be completed and returned to The Oklahoma Department of Libraries, 109 State Capitol, Oklahoma City, Oklahoma, 73105)

The following is submitted pursuant to application of _____ (applicant library) for a library construction grant under Title II, Library Services and Construction Act.

1. Present address of library:

2. Description of proposed site:

   (a) Address

   (b) Location (attach map)

   (c) Size of site:

      (1) Frontage (in feet)_____ (2) Depth (in feet)_____

      (3) Total Square feet _____

3. Does the site provide room for expansion during next 20 years? (Explain)

4. Factors influencing selection, such as distance from the main business center, other libraries, traffic patterns, public transportation facilities, population density (attach sheet if necessary)

Applicant hereby gives assurance that _____ holds title_____ or will hold title _____ (check one) to the site described above, and requests approval of the site for a library construction project under Title II of the Library Services and Construction Act.

Date_____ Signed _____
Agent of Applicant

APPROVED:

Date_____ Signed _____
Director, Okla. Dept. of Libraries

ODL/LSB 6-11-70
Reissued: 7-1-71

ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE REGULATION UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

_____ (hereinafter called the "Applicant")
(Name of Applicant)

HEREBY AGREES THAT it will comply with title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health, Education, and Welfare (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant.

Dated _____ _____
(Applicant)

By_____
(President, Chairman of Board, or comparable authorized official)

_____

_____
(Applicant's mailing address)

HEW-441
(12-64)

GPO 835-123

CERTIFICATION OF NONSEGREGATED FACILITIES

The contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The contractor certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The contractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. The contractor agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding $10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

_____
Contractor

CERTIFICATION OF ACCESSIBILITY
TO THE HANDICAPPED

This is to certify that the _____ Library building to be constructed with the assistance of Federal funds granted under the Library Services and Construction Act, Title II, Project #_____, will comply with Federal Regulations Chapter 45 §130.78 which requires that such buildings be accessible to and usable by handicapped persons.

_____ _____ _____
Architect Director, Oklahoma Department of Libraries

_____ _____
Date Date

Appendix 6.1
CONSTRUCTION
Rules and Regulations
Oklahoma
Date filed:
Date effective: 7-1-71

International Symbol of Access
to the Handicapped

All library facilities using Federal funds shall display in a prominent place the above international symbol of access to the handicapped.

Appendix 7
CONSTRUCTION
Rules and Regulations
Oklahoma
Date filed: 5-11-71
Date effective: 7/1/71

REQUEST FOR PAYMENT OF GRANT FUNDS

Mail to:
Consultant, Title II Projects, LSCA
Oklahoma Department of Libraries
109 State Capitol
Oklahoma City, Oklahoma 73105

This is to certify that construction of the _____

library project is progressing _____

_____ **

and that sufficient matching funds have been expended. Request is hereby made for the following payment:

Payment request no. _____

Amount _____

Date _____

_____
Signed by agent of applicant

**Specify if construction is proceeding approximately on schedule, ahead of schedule, etc. If there are delays, explain and justify request for payment of grant funds.

FINAL FINANCIAL ANALYSIS

(Three copies of this form should be completed and returned to the Oklahoma Department of Libraries, 109 State Capitol, Oklahoma City, Oklahoma 73105)

The following is submitted pursuant to application of _____ (applicant library) for a library construction grant under Title II, Library Services and Construction Act.

1. Final Financial Analysis:

	Amount
A. Federal share of cost	$_____
B. Local funds	$_____
C. Total funds	$_____

D. State the method of providing funds if additional are needed:

2. The custodian of the library construction funds (The disbursing officer who will draw checks to contractors, etc.) is:

3. Amount of matching funds on deposit:

Source	Amount
A.	$_____
B.	$_____
C.	$_____
D. Total Funds	$_____

4. Are there outstanding obligations against the amount certified as available for local matching funds?

Yes_____ No_____

If the answer is yes, explain and give the amount of the obligation:

5. Local matching funds are on deposit in the name of:

6. Name and address of bank where local matching funds are on deposit:

Applicant hereby gives assurance that the local matching funds listed above are public funds deposited in accordance with State and local laws and regulations without such conditions or restrictions as would negate their character as public funds.

Date_____ Signed_____
Agent of Applicant

APPROVED
Date_____ Signed_____
Director, Oklahoma Department of Libraries

ODL/LSB 6-11-70
Reissued: 7-1-71

Date _____

I, _____ (Name of signatory party) _____ (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by _____

_____ (Contractor or subcontractor) on the _____ (Building or work)

_____; that during the payroll period commencing on the _____

day of _____, 19__, and ending the _____ day of _____, 19_____, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

_____ (Contractor or subcontractor) from the full

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948; 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

_____

_____

_____

_____

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

[ ] -- In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

[ ] -- Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS

NAME AND TITLE	SIGNATURE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

U. S. GOVERNMENT PRINTING OFFICE 1968 O - 337-337

PAYROLL

Appendix 9

(For Contractor's Optional Use; See Instruction, Form WH - 347 Inst.)

Form Approved [illegible]

[illegible] | FOR WEEK ENDING | ADDRESS | PROJECT AND LOCATION | PROJECT OR CONTRACT NO.

(1) [illegible]	(2) [illegible]	(3) WORK CLASSIFICATION		(4) DAY AND DATE / HOURS WORKED EACH DAY							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS FICA	WITH-HOLDING TAX			OTHER	TOTAL DEDUCTIONS	(9) NET WAGES PAID FOR WEEK
			O																	
			S																	
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ROUTINE LABOR RELATIONS INTERVIEW

JOB NAME AND LOCATION

1. CONTRACTOR OR SUBCONTRACTOR (Employer)

2. CONTRACT NR.

EMPLOYEE STATEMENTS

3. NAME AND BADGE NUMBER (If any)

4. ADDRESS

5. WORK CLASSIFICATION(S) _____ ; _____ ; _____

WAGE RATE(S) RECEIVED _____ ; _____ ; _____

(If apprentice, state period of training)

6. HAVE YOU SEEN THE POSTED MINIMUM WAGE RATES FOR THIS JOB? ☐ YES ☐ NO

7. ARE YOU PAID AT LEAST TIME AND ONE HALF FOR ALL HOURS WORKED IN EXCESS OF EIGHT IN ONE WORK DAY? ☐ YES ☐ NO

8. ARE YOU PAID YOUR FULL WAGES REGULARLY EACH WEEK WITHOUT ANY DEDUCTIONS OTHER THAN SOCIAL SECURITY AND INCOME TAX? ☐ YES ☐ NO

9. HAVE YOU DONE WORK WHICH YOU BELIEVE YOU SHOULD HAVE BEEN PAID FOR AT A HIGHER RATE? I.E. HAVE YOU BEEN MISCLASSIFIED? ☐ YES ☐ NO

10. HOW MANY HOURS DID YOU WORK ON YOUR LAST WORK DAY BEFORE THIS INTERVIEW? WHAT DATE WAS THAT?

11. ADDITIONAL COMMENTS

INTERVIEWER'S COMMENTS

12. WORK EMPLOYEE WAS PERFORMING WHEN INTERVIEWED.

13. OTHER PERTINENT COMMENTS

DATE	TIME	TITLE OF INTERVIEWER	SIGNATURE OF INTERVIEWER

FOR USE OF PAYROLL CHECKER

14. IS ABOVE INFORMATION IN AGREEMENT WITH PAYROLL DATA? ☐ YES ☐ NO

15. ADDITIONAL COMMENTS

DATE OF CHECK	TITLE	SIGNATURE

CERTIFICATION OF PAYROLL EXAMINATION

_____
Date of Certification

Oklahoma Project # _____

_____
Name of Project

LSCA Title II.

Payrolls for period beginning
_____ and ending _____

I hereby certify that I have personally examined the Certified Pay Rolls and Kickback Affidavits submitted to the owner pursuant to the above project and the requirements of the Federal Labor Standards as set forth in the Oklahoma State Library, LSCA II, Rules and Regulations, and find that they are complete and in accord with the contract requirements. The Certified Pay Rolls and Kickback Affidavits are being preserved and maintained by the owner in a satisfactory manner. Legible copies of the Wage Determination Decisions, both State and Federal, have been posted by the Contractor at the site of the work in a prominent place where they can be easily seen by the workers.

_____
Signature

_____
Title

Appendix 12
CONSTRUCTION
Rules and Regulations
Oklahoma
Date filed: 9-13-72
Date effective: 10-2-72

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

ASSURANCE WITH RESPECT TO COMPLIANCE WITH LAND ACQUISITION REQUIREMENTS OF TITLE III OF THE UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970

The_____(Applicant) hereby assures that it has authority under applicable State and local law to comply with Section 305 of the Federal Act entitled "The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970" approved January 2, 1971 (Public law 91-646, 91st Cong., S.1, 84 Stat. 1894), and certifies, assures and agrees that, notwithstanding any provision set forth in any application, contract, or agreement with respect to the application identified as_____ _____:

1. In acquiring real property in connection with the instant project, the Applicant will be guided to the greatest extent practicable under State law, by the land acquisition policies set out under Section 301 of the Act and the provisions of Section 302 thereof;
2. Property owners will be paid or reimbursed for necessary expenses as specified in Sections 303 and 304 of the Act;
3. Affected persons will be adequately informed of the benefits, policies, and procedures provided for in DHEW regulations and provisions of the Act;
4. The costs to the Applicant of providing payments and assistance hereunder will be borne in accordance with Section 211 of the Act;
5. The Applicant will execute such amendments to applicable contracts and agreements and execute, furnish and be bound by, such additional documents as the Secretary of the Department of Health, Education, and Welfare determines necessary to effectuate or implement the assurances provided hereunder.

This document is hereby made part of and incorporated in any contract or agreement, or any supplements and amendments thereto, relating to the above identified application and shall be deemed to supersede any provisions therein to the extent that such provisions conflict with the assurances or agreements provided herein.

_____
(Legal Name of Applicant)

_____ By _____
(Dated) *(Signature)*

_____
(Title)

I certify that the Applicant has authority under State and local law to comply with Section 305 of the aforesaid Federal Act and that the foregoing assurances and agreements have been legally and duly given and made by the Applicant.

_____
Title (Appropriate Legal Officer)

FORM HEW 537 C (3/72)

Appendix 13
CONSTRUCTION
Rules and Regulations
Oklahoma
Date filed: 9-13-72
Date effective: 10-2-72

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

ASSURANCE WITH RESPECT TO RELOCATION REQUIREMENTS OF TITLE II OF THE UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970

The _____ (Applicant) hereby assures that it has authority under applicable State and local law to comply with Section 210 of the Federal Act entitled "The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970," approved January 2, 1971 (Public Law 91-646, 91st Cong. S.1, 84 Stat. 1894) and certifies, assures, and agrees that, notwithstanding any other provision set forth in any application, contract, or agreement with respect to the application identified as _____ _____:

1. Fair and reasonable relocation payments and assistance will be provided in accordance with Sections 202, 203, and 204 of the Act and applicable DHEW regulations, to or for families, individuals, partnerships, corporations or associations displaced as a result of the instant program or project;
2. Relocation assistance programs offering the services described in Section 205 of the Act will be provided to such displaced families, individuals, partnerships, corporations or associations in the manner provided under applicable DHEW regulations;
3. Within a reasonable time prior to displacement, decent, safe and sanitary replacement dwellings will be available to such displaced families and individuals in accordance with Section 205 (c) (3) of the Act;
4. Affected persons will be adequately informed of the benefits, policies, and procedures provided for in DHEW regulations and provisions of the Act;
5. The relocation process will be carried out in such a manner as to provide displaced persons with uniform and consistent services, and replacement housing will be available in the same range of choices with respect to such housing to all displaced persons regardless of race, color, religion or national origin;
6. The costs to the Applicant of providing payments and assistance hereunder will be borne in accordance with Section 211 of the Act; and
7. The Applicant will execute such amendments to applicable contracts and agreements and execute, furnish, and be bound by such additional documents as the Secretary of Health, Education, and Welfare determines necessary to effectuate or implement the assurances provided herein.

This document is hereby made part of an incorporated in any contract or agreement, or any supplements and amendments thereto, relating to the above identified application and shall be deemed to supersede any provisions therein to the extent that such provisions conflict with the assurances or agreements provided herein.

_____
(Legal Name of Applicant)

_____ By _____
(Dated) *(Signature)*

_____
(Title)

I certify that the Applicant has authority under State and local law to comply with Section 210 of the aforesaid Federal Act and that the foregoing assurances and agreements have been legally and duly given and made by the Applicant.

_____
Title (Appropriate Legal Officer)

FORM HEW 537 B (10/71)

OFFICE OF THE SECRETARY

Relocation and Acquisition Data
(P.L. 91-646)

1. APPLICANT _____

2. PROJECT _____

3. LOCATION _____

4. WHEN WAS SITE ACQUIRED: _____
WHEN WILL SITE BE ACQUIRED: _____

5. WILL PROJECT CAUSE DISPLACEMENT? YES _____ NO _____

(Complete Remainder of Form Only if Yes)

6. DISPLACEMENT DATA

	NO.	ESTIMATED COST OF RELOCATION
INDIVIDUALS	_____	$_____
FAMILIES	_____	$_____
BUSINESSES	_____	$_____
FARMS	_____	$_____

The applicant is advised that if the project is approved, then the applicant must develop a detailed relocation plan for all persons and businesses displaced. Such plan must be completely executed before site work can begin and Federal payments made.

Although the detailed plan is not required at this time, briefly indicate on the reverse side of this form the summary of results from inquiries or studies made or information received from a local housing authority, etc., which justify your assumption that a feasible relocation plan can be devised and carried out for this project.